

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

**54020.7
 VISITING DAYS AND
 HOURS**

Visiting Schedule

Saturday and Sunday Hours

Facility E	08:15-14:45			
Facility D	08:15-14:45			
Facility C	08:15-14:45			
Facility A ASU & SHU	10:00-11:00	11:15-12:15	12:30-13:30	13:45-14:45
Facility B SHU	10:00-11:00	11:15-12:15	12:30-13:30	13:45-14:45

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

**54020.8
 VISITOR
 APPLICATION
 PROCEDURE**

**54020.8.2
 ARREST HISTORY
 INQUIRY**

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

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

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

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

Per the CCR, Title 15, Article 7, Section 3172(e) states: "The visiting approval process shall include an inquiry of personal, identifying, and the arrest history information of the prospective visitor sufficient to complete criminal records clearance applicant and a decision by the institution/facility designated staff to approve or disapprove based upon the information provided". Department Operations Manual, Article 42, Section 54020. 8.2 further states; "Upon receipt of the CDC Form 106 an arrest history inquiry shall be completed and a determination to approve or deny visiting should be made within 30 working days at a minimum, a Criminal Identification and Information (CI & I) report shall be obtained if the California Law Enforcement Telecommunication System lists a CI & I number for the applicant".

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

**54020.8.3
 RECONSIDERATION
 OF DISAPPROVAL**

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

**54020.11
 PROCESSING
 VISITORS**

Friends Outside Modular Building

Individuals transporting visitors to the California Correctional Institution shall not remain on institutional property (visitor's parking lot) to wait for the visitor to return. These individuals shall wait inside the **Friends Outside Modular Building**. Accompanying adults shall ensure that minors remain under their constant control and supervision.

Acronyms: When processing visitors the following acronyms shall be notated on the top of the CDC Form 1000, Visitor Pass, to determine restrictions/instructions

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

posted on the Strategic Offender Management System (SOMS):

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

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

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

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

STC-Sent To Change: When visitors are not dressed appropriately they shall be directed to the "Friend's Outside" building to change their clothing and come into compliance with standards of dress. This shall be noted on the CDC Form 1000, and set aside pending the change of attire. Once the visitor has come into compliance they will be processed accordingly.

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

**54020.11.1
 VISITING PROGRAM
 REASONABLE
 ACCOMMODATION**

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

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

- Guides people who are blind.
- Alerts people who are hearing impaired.
- Pulls wheelchairs.
- Alerts and protects a person who may have seizures
- Performs other special tasks.

Appropriate identification for visitor's using service animals are:

- Cards or documentation.
- Presence of a harness.
- Markings on the harness.
- Credible assurance of the visitor using animals for their disability.

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

**54020.13.1
CONTRABAND/METAL
DETECTION DEVICES**

Metal Detector

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

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

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

**54020.15
ALLOWABLE VISITOR
ITEMS**

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

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

prior to authorization in allowing access.

Baby Items:

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

**54020.17
 VISITOR
 MEDICATION**

Life sustaining prescription medication(s) i.e., inhalers, diabetic or heart medication, is authorized after verification of prescription by visiting staff. Immediately after the visitor requiring such medication has been processed, the visiting lieutenant will ensure the medication is immediately hand carried by staff to the appropriate visiting officer. The medication must be available in the event a medical emergency exists. The medication will immediately be provided as needed or required. Upon request, the officer will hand the container to the visitor who will take the necessary dosage and return the container to the officer. The medication(s) will be returned to the visitor upon his/her departure. **Heart patients may retain their nitroglycerin.**

**54020.19
 VISITOR EMERGENCY
 MEDICAL
 ASSISTANCE**

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

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

A copy of the CDCR Form 7219, photographs, NOU, Acknowledgement of Responsibility for Children, CDC 1000 Visitor Pass, and applicable reports will

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

be forwarded to the CCI Litigation Coordinator who will maintain the documents on file.

**54020.22
 NON-CONTACT
 VISITING**

Scheduling Non-Contact Visiting Appointments

- Visitors may schedule a non-contact visiting appointment by phone.
- 0730-1500, Monday-Thursday, for the upcoming weekend.
- One appointment per inmate will be scheduled during Monday-Wednesday.
- Additional visiting appointments are available on Thursday; an inmate may receive one additional appointment.
- An inmate may receive only one non-contact visit per day.
- Non-contact visiting appointments are scheduled by the name of the requesting visitor.
- Confirmation of the day and time of the visit occurs when the requesting visitor calls the institution for the visit.
- Visiting staff will not confirm visiting appointments over the phone at any other time.
- Once a visit has been scheduled, visiting shall not cancel a visit by the request of a visitor over the phone.
- If on the appointed day and time of the visit the visitor that requested the visit does not show up the visit will be cancelled.

**54020.24
 FOOD IN VISITING
 AREAS**

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

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

**54020.26
 VISITING WITH MORE
 THAN ONE INMATE**

Except for immediate family members as defined in CCR, Title 15, Section 3000, visiting with more than one inmate at the same time **shall require the prior approval of the Warden.** Immediate family relationship will be verified by the Correctional Counselor I (CC-I) by reviewing the Central file (C-File) of both

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

inmates. The CC-I will document the relationship on a CDC Form 128B, which is to be reviewed and approved by the respective Facility Captain. Two copies of the CDC 128B will be forwarded to the Reception Information Center to be placed in the inmates' Visiting Files.

**54020.27
 VISITING IN CDC
 HOSPITALS AND
 INFIRMARIES**

Facility B Outpatient Housing Unit (OHU): The HCA Captain will ensure that a list of inmates housed in the Facility B OHU that are cleared for visits is faxed to the Entrance Building Visiting Lieutenant. This list will be signed and approved by the Chief Medical Executive (CME) and Chief Executive Officer (CEO). The Entrance Building Visiting Lieutenant must receive the approved list at the close of business, Thursday.

Inmates housed in the Facility B OHU that have been cleared for visiting by the CME and the CEO will follow the same visiting hours and restrictions as other inmates with similar classifications. The location of the visit will be at the discretion of the Facility Captain or his designee. Non-contact visits will be scheduled by the visitor and approved through the Reception Information Building visiting officers.

Inmate-patients housed in Isolation, in 4-points restraints, or pending a Mental Health Crisis Bed will not be allowed to visit. Any other condition deemed by health care staff as not suitable to be exposed to other persons will be denied visiting privileges until further notice by health care staff.

Inmate-patients who are medically cleared for visits will be escorted to the appropriate visiting area. If the visit is denied a CDC Form 128B Informative Chrono and CDC Form 887B, Notice of Visitor Warning, Termination, Suspension, Denial, Revocation Form, will be authorized by custody staff documenting the reason for the denied visit. Inmate patients with special needs (i.e. terminally ill, seriously debilitated) may require special arrangements at the discretion of the CEO and approval by the Warden.

**54020.28
 VISITING IN A
 COMMUNITY
 HOSPITAL**

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

The inmate's visitor shall request the visit through the Visiting Lieutenant/Watch Commander. The Visiting Lieutenant/Watch Commander will review and

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

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

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

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

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

No personal property or exchange of property between visitors and inmates shall be allowed. Neither the inmate nor visitor shall take any property items out of the visiting area, except for legal documents as provided in CCR, Title 15, Section 3178.

Security Search

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

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

to D.O.M. Article 42, Section 54020.13.1.

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

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

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

**54020.32.1
CLEARANCE AND
APPROVAL FOR
ATTORNEY VISIT**

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

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

**54020.32.2
INMATE
NOTIFICATION OF
ATTORNEY VISIT**

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

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

**54020.32.3
 ATTORNEY VISITING
 HOURS**

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

An attorney or their approved representative, requesting client C-File review or duplication of file documents, shall make an appointment through the Reception Information Center staff, after consultation with the assigned CC-I.

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

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

All staff who participates in Board Of Prison Hearings (BPH) matters must receive training through In-Service Training and complete the BPH training module.

**54020.32.4
 LOCATION OF
 ATTORNEY VISITS**

Attorney visits will be conducted in the visiting rooms at each facility with the exception of Facility E.

- Facility E: will be conducted in the Administrative Building.
- All Life-Term Hearings: Will be conducted at the Facility A Board Room.
- Revocation Hearings: Will be conducted in the Board Room at the facility where the inmate is housed.
- Board Room Location: Facility E and D – Facility D adjacent to Central Control. Facility C - Available Board Room at Facility A or B. Facility A - Adjacent to Visiting Room. Facility B - Adjacent to Visiting Room

Disability Access For Inmate Hearings: Each Board Room is wheel chair accessible and has a dedicated wheel chair for each facility. Each Board Room is equipped with the Disability and Effective Communication System (DECS), which is accessible during the hearings.

Disability Equipment Failure: In the event an equipment failure (i.e. wheel

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

chair accessible van, transportation vehicles, elevators, construction, etc.) causes an area to become inaccessible, alternatives will be made available. Alternate routes will be established to enable staff and visitors to attend said hearings. Facility A and B staff and visitors will be processed through the respective Receiving and Release Vehicle Sallyports. All inmates in the area will be secured in a location that will adhere to the safety and security of the situation.

DECS Access: All Classification and Parole Representatives, Correctional Counselors, BPH Schedulers, Mental Health Clinicians (permanent, contract and employed by BPH), staff assigned to assist in Life Prisoner proceedings, Mentally Disordered and Sexually Violent Predator Coordinators, staff members assigned to "Lifer Desks", and "Revocation Extension", BPH and Deputy Commissioners will have access to DECS.

Outpatient Housing Unit Hearing: In the event California Correctional Institution (CCI) is required to complete a Parole Revocation Hearing for an inmate housed in the OHU, the assigned Attorney for the hearing must have access to the inmate prior to the hearing. The following procedure will be utilized:

- a) In the OHU every effort shall be made for inmates to be allowed Attorney Visits to prepare for Revocation Hearings. Every viable option will be utilized for inmates to have Attorney Visits while housed in the OHU.
- b) In the event the inmate housed in the OHU cannot leave the OHU for Medical or Mental Health reasons, the Attorney of Record for the Revocation Process will have access to the inmate in the OHU under the following provisions:
 - The Attorney of Record will contact the Litigation Coordinator by telephone, facsimile, or in writing, within 24 hours of the visit. Normal visiting information is required (Name, Date of Birth, Social Security Number, Drivers License or California Identification Card, and California Bar Number).
 - Once Visiting Staff have approved the Attorney, Visiting staff will forward this approval through normal channels to include the appropriate Classification and Parole Representatives' Office.

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

Mental Health Patient Hearing: In the event the inmate's current status is Mental Health Crisis Bed, Suicide Watch, or Suicide Precaution, the Litigation Coordinator shall notify the Chief of Mental Health Services for the purpose of notifying the assigned Primary Clinician of the upcoming visit.

- a) Attorneys will also have access to a confidential setting for the visit.
- b) Attorneys will have access to the Infirmary Interview Room located next to the Nurses' Station.

In the event the OHU complex houses an inmate on Administrative Segregation Unit status, a Correctional Officer will assume a position near the attorney cell visit, without compromising confidentiality, to provide safety of the attorney and security of the institution.

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

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

Detrimental visit: When a clinician determines that an attorney visit could be detrimental to the parolee-patient, a mental health clinician who is a supervisor or manager shall be notified to review the documentation of the concern. Progress toward resolving the concern shall be documented in the Unit Health Record at

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

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.

**54020.32.5
 PROCESSING**

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

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

Ad-Seg/SHU Visit: Attorney visits for Ad Seg/SHU inmates shall be cleared and processed as any attorney or legal representative for a general population inmate.

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

**54020.33
 FAMILY VISITING
 GENERAL
 INFORMATION**

Visitors participating in family visiting will be processed in on Friday at 1100 hours and out on Monday at 0900 hours.

Facility E: Family Visiting facilities are located in an area inside the security fence, west of the Facility E Visiting area. The Facility E Family Visiting Facilities consists of three apartments.

- Apartments 1 and 2 have the capacity to accommodate six adults.
- Apartment 3 can accommodate two adults.
- The maximum number of adults to be scheduled for a single visit is limited to the number of beds in each apartment.

Facility A and B: There are two individual, two bedroom units with kitchen accommodations and a small patio area. Each inmate is allowed up to five visitors at one given time.

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

**54020.33.2
 INMATE
 APPLICATIONS FOR
 FAMILY VISITS**

Inmate Application: CC-I's shall not review an inmate for family visits unless the inmate completes an application requesting to participate. CC-I's shall not prepare a CDC 128B for an inmate who is ineligible for family visiting privileges (except when approval is being rescinded).

Review C-File: The Family Visiting staff shall complete a review of the C-File between 24 and 72 hours prior to placing the inmate in the family visiting unit. The review shall determine if the inmate's privilege group or disciplinary status has changes or a recent hold has been placed.

Changed Application: If the inmate's case factors change or a hold is placed, the CC-I shall review the inmate's eligibility for family visiting privileges. If the inmate becomes ineligible, the CC-I shall prepare a CDC 128B indicating the reason for rescission and send a copy to the Family Visiting Officer.

Approved Application: Once the initial application is approved and the CDC Form 128B is on file in the Reception Information Center, the CC-I shall not review subsequent applications for an approved inmate. The subsequent applications shall be sent directly to the Family Visiting Officer.

Any application received by the Family Visiting Officer, for which there is not a copy of a CDC Form 128B indicating approval for a specific visitor, shall be returned to the assigned CC-I for review and processing.

Inmate Transferred to Another Unit Within the Institution: The inmate shall re-submit the initial application to his CC-I for review. If approved, the CC-I shall prepare the appropriate CDC Form 128B. The Family Visiting Officer shall be authorized to use the copy of the CDC Form 128B only from the current facility to schedule subsequent family visits.

Inmate Found Guilty of CDC 115: The recorder of Institutional Classification Committee (ICC) shall prepare a CDC Form 128B permanently rescinding family visiting privileges for any inmate previously approved and found guilty of a CDC 115 for Introduction or Distribution of Controlled Substance or Narcotics Trafficking. A copy of the CDC 128B shall be forwarded to the Family Visiting Officer.

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

The recorder of ICC shall prepare a CDC Form 128B rescinding family visiting privileges for 12 months for any inmate previously approved and found guilty of a Division A or B offense. A copy of the CDC Form 128B shall be sent to the Family Visiting Officer.

The scheduling of visits is subject to interruption or last minute changes due to major maintenance or security needs.

**54020.33.4
 NOTIFICATION OF
 SCHEDULED FAMILY
 VISITING DATES**

Notice to Inmate of Scheduled Visit: No less than two weeks prior to the scheduled visit, the Family Visiting Officer will send a notice of the scheduled family visit to the inmate confirming the date and the time of the visit. It is the responsibility of the inmate to notify the visitors of the visit date.

- a) **Group A Inmates:** Inmate assigned to Privilege Group A are limited to space available and security of the institution, and shall not be assigned family visits less than 30 days apart.
- b) **Group B Inmates:** Privilege Group B is limited to one family visit every six months.
- c) **Group C Inmates:** Privilege Group C does not receive family visits.

**54020.33.8
 PROCESSING
 INMATES FOR
 FAMILY VISITING**

Medication: Inmates are allowed to take prescription medication to a family visit if the medication is approved in advance by the Medical Department, is packaged in containers furnished by the Medical Department, and includes instructions for administration of the medication written on a clear plastic bag.

**54020.33.14
 PROCESSING OF
 VISITORS FOR
 FAMILY VISITING**

Verification: The Family Visiting Officer will verify proof of relationship i.e. Birth/Marriage Certificate, Domestic Partner Document, as well as note the family visit in the Strategic Offender Management System (SOMS).

Spouses shall have in their possession an **original or certified copy** of their Marriage Certificate/Domestic Partnership Document before they are admitted on a family visit; **photocopies are not acceptable.**

In addition, the Family Visiting Officer will have all family visitors fill out a vehicle identification form identifying their vehicle in the parking lot as part of the visitor processing.

Note: Visitors will park their vehicles in the northwest corner of the Reception

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

Information Center parking lot.

**54020.33.16
FOOD FOR A FAMILY
VISIT**

Food for the Family Visiting Program (FVP) may be purchased by the inmate or family member. Inmates participating in the FVP program may purchase food themselves with funds from their account. If the inmate is purchasing the food, he must attach a CDC Form 193 Trust Withdrawal order along with a completed FVP menu form to the Family Visiting Coordinator prior to the visit being scheduled. If the family member is purchasing the food, the visit will be scheduled upon the Family Visiting Coordinator receiving the food from an approved vendor.

Note: No canteen food items shall be allowed in family visits.

**54020.33.17
FAMILY VISITOR
MEDICATION**

When the Family Visitor arrives at the Reception Information Center (RIC) for their scheduled Family Visit, the Family Visiting Officer shall verify a doctor has prescribed the medication to the Visitor and the medication is not expired.

Medication Box: The Family Visiting officer will issue a metal box with a lock and key, which will be accounted for in the RIC. All boxes, locks, and keys will be added to the key and tool inventory. The metal locked box containing the visitors medication will be stored in the following areas:

- Facility E will be stored in Tower 4
- Facility A will be stored in Central Control at Facility A

Note: A master hot key for the metal box will be located at the Security Administration Building for emergency situations.

Facility D and E: When a visitor requires their medication while on a family visit they will utilize the institutional phone to request their medication. The institutional phone for Facility E contacts the Movement Officer. When a visitor needs their medication while on Facility E, a Search and Escort (S&E) Officer will respond to Tower 4 and bring the locked box to the visitor.

Taking Medication: The visitor will unlock the box and take their prescribed medication in front of the officer. After this is completed the visitor will lock

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

their medication back in the box and the S&E will return the box.

Facility A: An S&E Officer will respond to Central Control where they will take the medication out to the visitor using the above listed procedure.

Diabetics: The visitor shall show the S&E delivering the medication the needle with syringe and the medication. The visitor will walk directly to the restroom, and behind closed doors, administer the medication to themselves. The visitor will then put the syringe with needle and medication back into the lock box. The S&E shall visually verify all components (needle, plunger, and syringe) are present prior to re-securing the lockbox.

Medication Logbook: Each area where medication is located will have a logbook. The Officer who checks out the medication will also bring the log book to note the time and date the medication was delivered.

**54020.33.18
 FAMILY VISITING
 COUNT PROCEDURES**

Supervisors on each yard shall be responsible for adding addendums to each S&E's post orders to reflect these procedures.

At count time the inmate on family visit will be required to step outside the family visiting residence for a positive count which will be conducted by an S&E as designated in their post orders.


Positive Family Visiting Count Times:

Facility E	Facility A	Facility B
0100 hrs.	0100 hrs.	0100 hrs
0300 hrs	0300 hrs	0300 hrs
0500 hrs.	0500 hrs.	0500 hrs
1200 hrs.	1200 hrs.	1200 hrs
1700 hrs.	1700 hrs.	1700 hrs
1900 hrs.	1900 hrs.	1900 hrs
2130 hrs.	2130 hrs.	2130 hrs
2300 hrs.	2300 hrs.	2300 hrs

It is the inmate's responsibility to report for count.

CALIFORNIA CORRECTIONAL INSTITUTION – TEHACHAPI SUPPLEMENTAL	Chapter: 5 Custody and Security Operations
	Article 42 Visiting
	Section: 54020 Visiting

ATTACHMENTS: None


K. HOLLAND
Warden (A)

/bs/la