

**CENTINELA STATE PRISON
(SUPPLEMENT)**

California Department of Corrections	Chapter: 5
	Article: 42
OPERATIONS MANUAL	VISITING
INSTITUTIONAL POLICY AND PROCEDURE RELATED TO THE ABOVE DOM SECTION	

RESPONSIBILITY FOR REVIEW: ASSOCIATE WARDEN-CENTRAL SERVICES
DATE OF LAST REVIEW: FEBRUARY 2012

54020.7
VISITING DAYS
AND HOURS

Centinela State Prison's Visiting Schedule is as follows:

Visiting is authorized on all facilities on Saturdays, Sundays, and four (4) holidays (New Year's Day, Fourth of July, Thanksgiving Day and Christmas Day).

Visiting hours are from 0815 hours to 1500 hours for General Population inmates.

Visiting for inmates in Administrative Segregation inmates are one-hour non-contact visits that must be pre-scheduled. Administrative Segregation visits start at 1000 hours and 1230 hours.

During an institutional lock down or modified program, visiting may be restricted or modified, as determined by the Warden.

Visitors can call the Telephonic Information System at (760) 337-7900, extension is 5888. This information is updated whenever visiting information changes for the facilities. In addition, this system is updated every Thursday after 1500 hours to include the most current visiting information for each facility at Centinela State Prison. It should be noted, visiting status changes made after 1600 hours on Fridays and Saturdays may not be included on the Telephonic Information System until the next morning at 0800 hours.

54020.8
VISITOR
APPLICATION
PROCEDURE

Visitors must complete, sign, and return the completed CDC Form 106, to the Institution via U.S. Mail at:

Centinela State Prison
P. O. Box 731
Imperial, CA 92251-0731
Attn.: Visitor Processing Center.

CDC 106 forms will not be accepted from inmates

54020.8.1
APPROVAL/
DISAPPROVAL OF
APPLICATION TO
VISIT

Denial of an initial application to visit, and/or any subsequent restriction, suspension or termination of previously approved visits shall be documented on the Automated Visiting Information System (AVIS), and a written copy will be placed in the inmate's visiting file. A copy shall be given to the applicant on the day the action is taken and such documentation shall include the name of the official taking or ordering the action, the length of time the action will apply; the circumstances under which the action will be reconsidered, and instructions for appealing the action taken. Any restrictions on visitors are documented in AVIS with written documentation is placed in the inmate's visiting file.

54020.11
PROCESSING
VISITORS

Visitors are allowed on State Grounds at 0800 hours and Visitor Processing begins at 0815 hours. Visitors will not be processed after 1400 hours and Visiting ends at 1500 hours

Visitor processing shall continue during both the Minimum and Close Custody counts in order to reduce the amount of time a visitor has to wait for a visit while count is cleared. Although inmate movement is frozen during count time, visitors shall be allowed to enter the affected visiting rooms.

Friends Outside is a non-profit organization intended to provide assistance to visitors. Centinela State Prison has a Friends Outside group located in a trailer adjacent to the visitor's parking lot. Friends Outside may provide childcare and loan clothing to visitors who need assistance in being admitted to the visiting rooms. Minor children not permitted to visit may be checked in with Friends Outside (La Hacienda) personnel. Friends Outside will provide childcare for a maximum of three hours. If minor children are found unattended in the parking lot, the children will be transported to the Visitor Processing Center and the parent's or legal guardian's visit will be terminated. Appropriate law authorities may be contacted for determination of possible child endangerment/negligence charges.

Visitors for Level III and IV inmates will enter the institution via the visitor's pedestrian Sallyport. The Tower #27 Officer shall visually observe the visitors as they walk to the appropriate visiting areas on Complex I or Complex II.

Visitors for Level I inmates will be transported via a CDC vehicle to and from the Level I (Facility E) Visiting Room.

When the visitor(s) arrive at the Visiting Room for the facility, they will present the visitor pass and their identification card to the (Visiting) Foyer Officer. The Foyer Officer will record the visitor information into the logbook. The log will note visitors' last name, first name and middle initial if applicable. The log will also note the time the visitor arrived to the visiting room and the table the visitor and inmate will be assigned to.

