

**CENTINELA STATE PRISON
(SUPPLEMENT)**

California Department of Corrections OPERATIONS MANUAL	Chapter: 5	
	Article: 42 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.

54020.11
PROCESSING
VISITORS
(CON'T)

Visitor(s) will remain in the foyer area until the Visiting Search Officer and the Visiting Floor Officer have cleared the inmate for visiting. The visitor will then meet up with the inmate at the Visiting Officer's desk in the Visiting Room.

Visitors will not be permitted to leave the visiting area and return once their visit has begun. Once a visitor leaves the visiting area the visit is terminated. When a visitor wishes to leave the visiting room, they will approach the visiting room podium and inform the officer of their intention to leave.

The Visiting Officer will contact the Foyer Officer and then direct the visitor(s) to the Foyer. The visitor(s) will not be allowed to leave the foyer area until the inmate has been positively identified via the Visiting Search Officer. The Foyer Officer will then log the departure time in the logbook.

Upon returning to the visitor processing center, the visitor(s) will surrender their visitor pass and their identification to the processing officer. The processing officer will verify the identity of the visitor with their picture identification, and the information contained on the visitor's pass and stamped hand. Visitor Processing Staff will ensure the number of minors exiting the prison is consistent with the information noted on the visitors' pass.

The visitor will account for all authorized items allowed in the institution, except for money.

54020.15
ALLOWABLE
VISITOR ITEMS

Elderly and Disabled visitors will be permitted to bring the following items with them to visiting:

- Two (2) adult incontinence products (diapers)
- Container of Cleaning Wipes
- One (1) change of pants and underclothes

The change of clothes will be held by the Foyer Officer as the visitors are processed in to the Visiting Room. If the visitor needs to change his/her clothes during the visit, they will be given the clothes and a clear plastic bag prior to entering the restroom. The visitor will place the soiled clothes into the clear plastic bag, seal the bag, and turn the bag over to the Foyer Officer. The Foyer Officer will immediately conduct a visual inspection of the restroom to ensure no extra clothing was left behind or thrown in the trash. Once the restroom has been inspected and cleared, the visitor will be allowed back into the visiting room.

Prohibited items include, but are not limited to, the following:

- Excessive jewelry (No more than one necklace, one charm, two rings, one watch, one bracelet, one pair of earrings)
- Body jewelry that prevents clearance of the metal detector

54020.15
ALLOWABLE
VISITOR ITEMS
(CONT.)

- Multi-function watches, (i.e. pager watches, calculators, etc.)

54020.19
VISITOR
EMERGENCY
MEDICAL
ASSISTANCE

Medical Staff will keep complete records of all First Aid services rendered to inmate visitors. These records shall fully identify the person treated, date of injury, full diagnosis, the cause for treatment (i.e., description of accident, etc.), and detail the services rendered, and including drugs and supplies used.

When the visitor(s) alleges injury or was involved in an accident on State Property, a report will be made on Standard Form 268, Accident report.

54020.20
VISITOR BASIC
DRESS
STANDARDS

Prohibited Attire consists of, but is not limited to, the following:

- No wrap-around skirts, dresses or blouses
- No colored handkerchiefs (white only)
- Sleeveless shirts cannot be less than two inches wide at the shoulder

54011.21
PROCESSING OF
INMATES

Upon notification from visiting staff, housing unit personnel shall notify the inmate of his visit and release him from the housing unit.

The Visiting Search Officer will pick up inmates from the facility pedestrian gate. Each inmate will be positively identified with his state identification card. At no time will the inmate be allowed into the visiting area without a State Identification Card.

The inmate will be escorted to the visiting search room, where the Visiting Search Officer, will confirm the inmate's identity and perform an unclothed body search of the inmate.

Once a visit has terminated, the inmate will report to the Visiting Floor Officer and inform the Floor Officer when he wishes to terminate the visit.

The Visiting Officer will give the inmate his Identification card, and will document the time the inmate left in the visiting logbook. The inmate will report to the Visiting Search area where he will be positively identified and an unclothed body search will be conducted. The Search Officer will notify the Foyer Officer once the inmate has been identified and searched so that his visitors may depart the foyer area.

Under no circumstances will visitors be allowed to leave the visiting lobby without a positive identification of the inmate having been made by the visiting search officer.

54020.21.2
AUTHORIZATION
OF EXCUSED
TIME OFF FOR
VISITS

Staff will verify that the inmate is not assigned to a Work/Training assignment during visiting hours. If the inmate is assigned during visiting hours, staff shall identify if Excused Time Off (ETO) has been granted.

If the prospective Visitor is not approved or if the inmate is assigned and ETO time has not been approved by the work supervisor, the visit will be denied. If the prospective visitor is approved to visit, the inmate is not working, or ETO has been approved, the visit will be logged into AVIS.

All inmate work supervisors are responsible to properly account for assigned inmates and to correctly record the inmate's attendance.

In order to ensure that the Departmental Regulations regarding ETO usage are complied with, the following procedure shall be adhered to:

- An inmate may not use more than 30 days of ETO.
- When the work supervisor becomes aware that an inmate is scheduled to use more than 30 days of ETO, the work supervisors shall submit a CDC-128B to the inmate's respective Correctional Counselor I (CCI) requesting that the inmate's work status be reviewed and if appropriate, the inmate be unassigned from his work assignment.
- The respective CCI shall review the inmate's work status and upon verification that the inmate is scheduled to be away from his assignment more than 30 days the CCI shall act to have classification committee remove the inmate from his assignment and assign the inmate to A2 credit earning status.
- Additionally, inmates are not to be paid for ETO usage.

54020.22
NON-CONTACT
VISITING

Administrative Segregation inmate visits require prior appointments. Appointments to visit Administrative Segregation inmates are made for 1000 hours and 1230 hours and are one-hour in duration. Non-contact visits are limited to three (3) visitors per inmate, including minors.

Due to the limited availability of Administrative Segregation appointments (12 per weekend), inmates will be afforded one visit every two weeks.

Visitors must contact the Visitor Processing Center at (760) 337-7900, extension 5804, no less than one week in advance to schedule an appointment. Appointments are assigned on a first call/first serve basis.

Visitors wishing to cancel a scheduled visit must do so at least 24 hours in advance by contacting the phone number listed above. Failure to do so may result in restricting future visiting privileges.

Visitors must report to the Processing Office at least one half-hour prior to their scheduled appointment. Visitors must inform the Processing Officer they have an Administrative Segregation appointment scheduled.

54020.22
NON-CONTACT
VISITING(CONT)

Inmates will not be escorted from Administrative Segregation until their visitor has arrived at the Visiting Process Center.

The Visitor Processing Staff will notify the Administrative Segregation Control Booth Officer when a visitor has arrived. It is the responsibility of the Administrative Segregation Officer to ensure the inmate is escorted to Visiting in a timely manner.

Inmates assigned to Administrative Segregation Units shall be escorted to the Facility A (A5 Inmates) or Facility C (C6 Inmates) Visiting Room by Administrative Segregation staff.

If the visitor is late and accommodations cannot be made, the visit will be denied. The visitor will be able to reschedule.

54020.22.2
NON-CONTACT
VISITS FOR
GENERAL
POPULATION
INMATES

Centinela State Prison has three non-contact visiting booths in each of its visiting rooms. Due to the limited number of booths, non-contact visits may be restricted in duration.

Visitors for non-contact visiting shall be processed in the same fashion as regular contact visiting with the exception that visitors shall be informed of the number of visitors allowed and the visitor pass shall be labeled "Non-contact".

Any inmate assigned to non-contact visiting shall receive no more than three visitors (minors included) at one time.

When the non-contact visiting inmate arrives at the visiting search area, the search officer will receive him. The inmate will be identified and given an unclothed body search. The Search Officer will assign the inmate to a vacant non-contact visiting booth. The Search Officer will ensure the booth is clear of any contraband and that the equipment is in good working condition (i.e., phone, seat and lights) prior to placing the inmate in the booth.

Once the inmate is secure in the booth, the Search Officer will contact the Foyer Officer and inform the officer the inmate is ready to receive his visitor(s). The Foyer Officer will direct the visitor(s) into the visiting area, and the Floor Officer will direct the visitor(s) to the appropriate booth. The Floor Officer will document the time the visit began in the Inmate Visiting Log.

54020.29
VISITING
CONDUCT

Inmates will not be allowed to use the visitor restroom nor will visitors be allowed to use the inmate restroom. Each will use the designated facilities.

54020.30
DENIAL OR
TERMINATION OF
VISITS DUE TO
OVERCROWDING

Visiting Rooms on Facilities A, B, C and D have 30 tables and 120 chairs. The room capacity is 120.

The Visiting Room on Facility E has 12 tables and 60 chairs. The room capacity is 60.

If/when table or room capacity has been reached in a visiting room, visits will be terminated on a first-in/first-out basis. Exceptions will be made in accordance with DOM.

54020.32
ATTORNEY
VISITATION AND
CONSULTATION

An attorney request to visit an inmate shall be submitted by calling, faxing or writing to the Litigation Coordinator (or his/her designee). The attorney must provide at minimum, 24 hour notice of his/her intent to visit.

Inmate patients who are housed in the Correctional Treatment Center, (CTC) for the purpose of mental health treatment, shall have access to attorneys. Attorneys shall be allowed to visit these individuals in order to provide adequate due process as related to parole proceedings. Upon the Litigation Coordinator's or his/her designee's receipt of a attorney request for a visit with CTC housed inmate (who is there for mental health reasons), the Litigation Coordinator shall immediately notify the Senior Psychologist (or his/her designee).

In turn the Senior Psychologist or the designee shall immediately notify the assigned primary case clinician.

Every effort shall be made to ensure that attorney visits occur, in a confidential setting. This may require careful scheduling of the attorney visit to avoid impacting services to other CTC patients. When an inmate refuses escort to a confidential setting or there has been documentation that he has been assaultive in the last 24 hours, the attorney shall be allowed contact in the cell-front. When an inmate is in clinical restraint, the attorney shall be allowed contact from outside the cell door, with the cell door open. Custody staff shall maintain security via close observation, but shall make every effort to ensure that the attorney and the inmate are able to speak confidentially.

Pursuant to the June 17, 2007 Valdivia Stipulated Protective Order the institution has an obligation "to provide a parolee's attorney access to sensitive medical and mental health information". The order indicates "Should any such files contain information covered by the Health Insurance Portability and Accountability Act of 1996 (HIPPA), this order shall be deemed a qualified protective order". Hence, attorneys may review the Unit Health Records (UHR) of an inmate 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 inmate,. In rare occurrences, the clinician may determine that a visit from the attorney could compromise the health and safety of the

54020.32
ATTORNEY
VISITATION AND
CONSULTATION
(CONT.)

inmate. 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 UHR. The clinician shall document, using a CDCR Form 128 B chrono that a visit from the attorney could be detrimental to the health and safety of the inmate. The chrono shall be completed the same working day that the clinician is notified of the requested attorney visit. The reason why the visit may be detrimental and the time frame recommended for a residential visit shall be documented in the chrono.

Copies of the chrono shall be placed in the UHR, and the Central File. The original chrono shall be immediately provided to the Litigation Coordinator or the designee. The Litigation Coordinator or the designee shall provide a copy of the chrono 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.

When a clinician determines that an attorney visit could be detrimental to the inmate, a mental health clinician who is a supervisor or manager shall be notified to review the documentation of the concern. The process toward resolving the concern shall be documented in the UHR 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 after the attorney visit to determine whether modification of the treatment plan is necessary to ensure the safety of the inmate.

The Public Defenders and Alternate Public Defenders Office act as a screening function for litigation issues. These investigators are able to interview inmates face to face, without the need for written verification from the inmate and are allowed entry through normal attorney visitation procedures.

54020.33
FAMILY VISITING
GENERAL
INFORMATION

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 Penal Code Sections: 187 (when the victim is a family member or minor); 192; 261; 261.5; 262; 264.1; 266j; 273a; 273d; 273.5; 273.6; 285; 286; 288; 288a; 288.2; 288.5; 289.5; 311.1; 311.2; 311.3; 311.4; 313.1; 314; or 647.6. are prohibited from family visiting. In addition, inmates are ineligible for family visiting when substantial documented evidence or information of the misconduct described in section 3177(b)(1) exists, without a criminal conviction. The evidence or information appropriate for the purpose of this regulation shall include rule violation reports as well as court transcripts, police or probation reports, or parole revocation hearing, etc.

54020.33.1
INMATE FAMILY
VISITING
ELIGIBILITY

Inmates meeting any of the following criteria are ineligible for family visits:

- Inmates sentenced to life without the possibility of parole.
- Sentenced to life without a parole date established by the Board of Prison Terms.
- Close "A" or Close "B" custody.
- Condemned inmates.
- Inmates assigned to a Reception Center.
- Inmates assigned to an Administrative Segregation (Ad-Seg) Unit; or Security Housing Unit (SHU).
- An inmate guilty of one or more Division "A" or Division "B" offenses within the last 12 months or guilty of narcotic trafficking while incarcerated in a state prison.
- Inmates assigned to Work Group/Privilege Group "C" and "D".

54020.33.2
INMATE
APPLICATIONS
FOR FAMILY
VISITS

Correctional Counselor I's are not required to prepare CDC Form 128-B Informational Chronos for inmates determined to be ineligible for participation in the Family Visiting program (except in cases where approval is being rescinded). If the inmate's case factors change or a hold is placed, the CCI shall review the inmate's continued eligibility.

If the inmate was participating and is no longer eligible, the CCI shall prepare a CDC Form 128-B and forward a copy, clearly indicating the reason for rescission to the Family Visiting Coordinator.

Each CCI is expected to review C-Files 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 Family Visiting do not enter the Family Visiting units. The CCI shall determine whether the inmate was previously participating in the Family Visiting 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.

Denials determined at the time of application shall be documented only on the Family Visiting application.

If an application is received by the Family Visiting Coordinator, for which there is not a copy of a CDC Form 128-B indicating approval, it shall be returned to the assigned CCI for review and processing.

When an inmate transfers to another institution, the process shall begin again. The Family Visiting Coordinator shall be authorized to use the copy of the CDC Form 128-B only from the current institution to schedule subsequent Family Visits.

54020.33.2
INMATE
APPLICATIONS
FOR FAMILY
VISITS
(CONT.)

No Family Visiting Application, CDC Form 1046 (Attachment A) will be processed, thirty (30) days prior to an inmate's parole date.

54020.33.4
NOTIFICATION OF
SCHEDULED
FAMILY VISITING
DATES

Scheduling of Family Visits shall be the responsibility of the Family Visiting Coordinator who will notify the inmate via institutional mail.

All necessary paperwork will be sent to the inmate. It is the inmate's responsibility to notify the intended visitors and to convey Family Visiting information, rules and regulations. Documents to be forwarded by the inmate to his visitors shall include the Family Visiting Guidelines Confirmation signature form (Attachment B),

The Family Visiting Guidelines Packet (Attachment C), and the CDC 1839, Exemption of Family Visit/Temporary Community Leave Funds from Restitution Fines/Orders (Attachment D).

All stand-by applications will require a 14-day notice from the families when requesting a stand-by visit. This will allow for the Family Visiting Coordinator to notify the families and the inmate via institutional mail or listed phone numbers.

Visiting staff shall complete a review of the inmate's 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 changed or a hold has been placed. If it is determined that the inmate is not appropriate for placement in the FVU, the Visiting Supervisor shall cancel the scheduled visit. The Visiting Supervisor shall prepare a CDC Form 128-B indicating the reason for cancellation and forward a copy to the assigned CCI.

If a visitor fails to return the Confirmation Slip attached to the bottom of the Family Visiting Inmate Notification, CDC Form 1072 (Attachment E), via U.S. Mail at least 72 hours prior to the visit, the visit will be automatically cancelled.

54020.33.5
VISITING STATUS
CHANGE

Changes in the inmate's classification status (i.e. custody, housing, privilege, group, etc.) may result in cancellation of the visit.

54020.33.7
CANCELLATION
OF A FAMILY
VISIT

If an inmate, or his visitor, fails for any reason to participate in three consecutive scheduled Family Visits, the inmate will not be scheduled for additional visits for a period of six months. If after review it is determined that the failed participation was a direct result of institution controls, the inmate will not be penalized nor documented. If the supervisor's review determines the inmate was at fault, the specifics of this situation will be documented on a CDC 128B and forwarded to the appropriate Unit

INSTITUTIONAL SUPPLEMENT TO DOM

54020.33.7
CANCELLATION
OF A FAMILY
VISIT
(CONT.)

Classification Committee (UCC) for review and confirmation of suspension for six months from the date of action taken.

When an inmate or visitor has cancelled a scheduled Family Visit, the inmate must reapply.

54020.33.8
PROCESSING
INMATES FOR
FAMILY VISITING

An Inmate Transfer, GA 154 (Attachment F) will be completed by the Family Visiting Coordinator and delivered to Central Control no later than 1500 hours. Central Control will ensure the inmate's bed is reserved pending his return from the Family Visit.

All inmates will submit to an unclothed search prior to the visit and submit a urine sample for testing. The sample will be logged and secured in Complex Control.

All inmates will be attired in "State issued" clothing. No personal clothing will be allowed.

The inmate may take in only the following personal items. A Family Inmate Property Inventory-Male Inmate Items, CDC Form 1070 (Attachment G) will be completed listing all items in and out for Family Visit:

- Wedding ring
- One extra pair of socks
- One extra pair of undershorts and T-shirt
- Prescription glasses
- Religious medal
- Bible
- State shoes
- State shirt
- State jeans
- State belt
- State jacket
- Razor
- Toothbrush
- Comb
- Shower thongs

The Family Visiting Coordinator will transport the inmate to the FVU for placement. Upon arrival, the officer will conduct an inventory of items in the Family Visiting Unit. The inventory shall be noted on a CDC Form 1069, Family Visiting Inventory Form (Attachment H) and signed by the inmate. The Family Visiting Coordinator will then pick up the visitors. A copy of the GA 154, placing the inmate into FVU will then be taken to Tower 7.

When processing inmates out of FVU, a GA 154 will be completed by the Family Visiting Coordinator and delivered to Central Control no later than 0900 hours. The inmate will be returned to his previously assigned bed.

54020.33.8
PROCESSING
INMATES FOR
FAMILY VISITING
(CONT.)

The inmate will retain only the items inventoried prior to his placement into the FVU.

54020.33.11
MINOR'S
PARTICIPATION

If the minor is accompanied by an adult who is not the parent, legal guardian, or spouse of the minor, a notarized consent must be produced which states that the parent/guardian is giving permission for the minor to visit the specific inmate at Centinela State Prison and must be presented each time the minor visits for regular and/or Family Visiting.

This consent form must include the following information:

- Parent/Guardian's name.
- Child's name.
- Child's Date of Birth.
- Inmate's name and CDC number.
- Visits are occurring at Centinela State Prison.
- Name of designated adult escort
- Duration of approval

54020.33.13
FAMILY VISITING
LENGTH AND
VISITOR
REPORTING
REQUIREMENTS

Family Visits are to begin at approximately 1100 hours and end approximately 46 hours later at 0900 hours.

Visitors will be processed in on Tuesday, Thursday and Saturday (at Centinela State Prison processing is only on Thursday and Saturday) at approximately 1100 hours. Visitors may be allowed an arrival deadline of 1500 hours on the day of scheduled visit. Exceptions must be requested and approved by the Visiting Lieutenant in advance. Visitors will be processed out on Thursday, Saturday, and Monday at approximately 0900 hours.

54020.33.14
PROCESSING OF
VISITORS FOR
FAMILY VISITING

Birth certificates or abstracts of birth may not be laminated. All legal documents must be originals, certified copies, or have embossed county seals. Photocopies will not be accepted.

54020.33.15
AUTHORIZED
PROPERTY FOR
FAMILY VISITING

Visitors will be instructed to return unauthorized property to their vehicle. Visiting Staff may dispose of unauthorized perishable items.

Women's handbags and any personal keys will be kept in the respective Family Visiting locker provided at the Visitor Processing Center.

Visitors with small children are allowed to bring in baby food in the quantities and packaging indicated as follows:

- Powdered Formula: Unopened containers only.
- Baby Food: Up to four factory-sealed jars of baby food per day, per infant. Vegetables and meats only. NO FRUIT.

54020.33.15
AUTHORIZED
PROPERTY FOR
FAMILY VISITING
(CONT.)

- Baby Cereal: One factory sealed box of dehydrated baby cereal per infant.

Children's story/coloring books (two per child), coloring pencils (maximum of eight) are allowed. Toys must be of single wall construction and non-battery operated. No Stuffed toys, crayons, toy guns or balloons allowed.

The institution does not provide dishwashing liquid. Visitors may bring dishwashing liquid for their visit in a clear plastic container. Face and hand towels are permitted. Bath towels are provided.

Basic personal hygiene items shall be limited to two fluid ounces (travel size only), in clear plastic containers.

- No Alcohol-based creams, lotions or oils
- No Metal combs or brushes.
- No Gels and/or grease
- No Powder of any kind.
- No makeup of any kind
- No False eyelashes or eyelash curlers, tweezers or mirrors
- No Excessive jewelry
- No Multi-Function Watches, i.e. Motorola pager watches

THE FINAL DECISION ON ANY ITEM WILL BE LEFT TO THE DISCRETION OF THE VISITING SUPERVISOR WHO IS ON DUTY AT THE TIME THE FAMILY VISIT IS BEING PROCESSED.

Visitors are limited to two changes of clothes per adult. NO CAMOUFLAGE MATERIAL OR CLOTHING RESEMBLING THAT OF AN INMATE OR STAFF.

Inmates are not allowed to send any items out with visitors. Violation may result in documentation, which could affect future visits.

Visitors found leaving the institution with items obtained from the FVU (i.e. radio, pan, curtain, etc.) may be subject to denial of future Family Visits, depending upon Classification Committee Review. The inmate assigned to the unit may be written a disciplinary report that may affect regular visiting for up to six months.

54020.33.16
FOOD FOR
FAMILY VISITING

Inmates are responsible for purchasing approved prepackaged food items for their visitors and themselves with funds from their trust account. The Commissary Order Form (Attachment I) and a Trust Account Withdrawal Order (Attachment J) for a minimum of \$40.00 must be available and verified in the inmate's trust account two weeks prior to any Family Visit.

The Family Visiting Coordinator shall facilitate delivery of the prepackaged food items to the FVU at the commencement of the visit.

Any opened food items, which remain at the conclusion of the Family Visit, will be destroyed. Under no circumstances shall any purchased food item be allowed to accompany the inmate into the facility at the conclusion of the visit.

The Desert Rio Cafe will not accept returns of items and no refunds will be made. If the inmate's visitor cancels the Family Visit, at least 72 hours prior to the visit, the inmate's funds shall remain on his books. If said funds were submitted with a CDC 1839 Form, these funds shall remain frozen until such time as the visit is rescheduled or the inmate paroled.

When an inmate or visitor cancel a Family Visit without appropriate notice, the inmate is held financially responsible for the food ordered from Desert Rio Cafe. They will not accept returned food.

Visitors will be allowed to retain and take with them unopened food items. All other items and opened foods will be disposed of.

54020.33.17
FAMILY VISITOR
MEDICATION

Visitors requiring medication shall present a physician's statement to the Family Visiting Coordinator for processing. All such medication must be contained in the original prescription bottle.

Visitors requiring insulin will only be allowed the required number of syringes, which will be counted by the Family Visiting Coordinator. All medication will be retained and locked in the medication refrigerator located at the Visitor Processing Center. A Watch S&E will be responsible for routing the needed medication to the respective FVU at the visitor's designated time.

The medications will be listed on a Family Visiting Unit Visitor Medication Form (Attachment K). The officer delivering the medication shall note the date and time the medication was dispensed and both the visitor and officer will sign the form. A list of the FVU's needing medication routed to them will be posted at Staff Entrance, along with their scheduled times.

Upon conclusion of the Family Visit, the Family Visiting Coordinator will account for all syringes of insulin and dispose of by placing them in the Red Sharp's Container, sign the Log Book indicating or noting starting date, FVU #, the owner of the needles, how many needles were disposed of and Coordinator's signature.

Inmates requiring medication shall notify his facility Licensed Vocational Nurse (LVN) of his scheduled Family Visit 72 hours in advance. The Senior LVN and/or the supervising nurse will also receive a 72-hour notice.

The facility LVN will prepare only the dosage of medication required for the Family Visit. All controlled medication is delivered to the inmate by

54020.33.17
FAMILY VISITOR
MEDICATION
(CONT.)

the on duty Central Health LVN. All other medications will be in the inmate's possession. Inmate's requiring insulin will receive their shots from the on duty Central Health LVN.

The LVN responsible for dispensing medication will be advised of such a visit and will report to the designated FVU at the designated time to administer the medication with the assistance of the Watch Search and Escort Officer S&E. For other injections and/or special medication(s), the inmate will be escorted by the Watch S&E to Central Health for administration of medication.

54020.33.18
FAMILY VISITING
COUNT
PROCEDURES

The designated Watch S&E Officer will count inmates. Inmates will exit the FVU for the following Institutional counts: 0230, 0515, 1700, 2115, and 2350. The only exception to these counts will be an institutional emergency.

During inclement or foggy weather inmates and their visitors will be expected to remain in their unit until the fog lifts, unless contact is made with Tower 7 Officer and approval is given. Inmates are responsible for the actions of their visitors.

54020.33.19
UNSCHEDULED
INSPECTION/
SEARCH OF
FAMILY VISITING
UNITS

The degree of security for Family Visiting will be consistent with the overall requirements of the institution.

The privacy of the Family Visiting participants will not be imposed upon through surprise searches, unless there is reasonable cause to believe the inmate or visitor is in direct violation of the law or policies and procedures, which govern Family Visits.

Searches will be conducted only with the approval of the CDW. In the absence of the CDW, the Administrative Officer of the Day may approve the search.

Visitors and inmates are to stay away from the fence. Any person who throws anything over the fence or approaches the fence in a suspicious manner will have the visit terminated immediately.

In the event of a major disturbance, fire, earthquake, etc., evacuation of visitors and inmates from the FVU's may become necessary. If such evacuation occurs, visiting will be terminated and will not resume unless the Warden gives special approval.

In the event of a fire alarm activation, all visitors and inmates will evacuate the FVU's and proceed to the pedestrian gate at the end of the sidewalk. They will remain there until the firefighter or Fire Chief clears the fire alarm.

Accident/injury to a visitor or inmate will be documented and supervisor will be notified, with the added necessity to fill out an accident report on the individual. Refer to DOM Section 31020, Health and Safety Program.

54020.33.19
UNSCHEDULED
INSPECTION/
SEARCH OF
FAMILY VISITING
UNITS
(CONT.)

The Family Visiting Coordinator will visit each occupied unit at 0900 hours to ensure the safety of visitors, inmate's presence and condition of the apartment.

54020.33.20
CONDITION AND
CLEANLINESS OF
FAMILY VISITING
UNITS

Family visits take place in an apartment-type setting. Maximum occupancy in each apartment unit is six. There are a total of seven units to accommodate visitors. Each unit is equipped with cooking and eating utensils and dishes. Linen, bedding and towels are also provided by the institution.

At Centinela State Prison all cleaning of Family Visiting Units are conducted during 2nd Watch. Two visiting porters from B Visiting are utilized to maintain the units and the inmates themselves are required to clean the unit the day they complete their visit.

54020.34
APPEALS
RELATED TO
VISITING

Inmates, approved inmate visitors and visiting applicants may register complaints/appeals regarding visiting.

Inmates shall use the established inmate appeal procedures.

Written appeals of departmental policies, staff decisions, and institution procedures relating to visiting by visitors and applicants shall be in writing and submitted to the institution head.

A written response shall be provided within 15 working days from receipt of the appeal.

If dissatisfied with the institution's response or action, the appellant may refer the appeal, with a copy of the institution's decision, to the director or designee. A written response to appeals addressed to the director shall be provided within 20 working days from the date of receipt.

All subsequent decisions made as a result of an appeal and the reasons for the decisions shall be documented with a copy to the appellant and/or inmate. Visiting privileges shall be promptly approved or restored when an investigation concludes that no violation of rules, regulations, or procedures took place.

54020.37
REFERENCES

California Code of Regulations; Title 15, Article 7, Visiting.

Penal Code; Sections 2600, 2601, 2080, 2772, 2790, 4502, 4535, 4573.3, 4573.6, 5054 and 5058, Statutes of 1982, Chapter 1.

Memorandum dated November 17, 1999, "Close Custody Counts."

54020.37
REFERENCES
(CONT.)

Memorandum dated April 13, 2000, "Policy Change in the Visiting Room Capacity Procedure."

Deputy Director's Memorandum (DD 74/00) dated June 28, 2000, "Correctional Counselor I Workload Project-Directives for Immediate Work Relief-Family Visiting."

Memorandum dated December 7, 2000, "Visiting Procedures Requirement", referring to memorandum dated November 17, 1997, "Public Defenders Office/Alternative Public Defenders Attorneys."

Memorandum dated January 31, 2001, "Expanded Use Of Excused Time Off" authored by L. Witek, Deputy Director (A), Institutions Division.

Memorandum dated December 21, 2011 "Allowable Items for Elderly or Disabled Visitors" authored by G. Guirbino, Director (A) Division of Adult Institutions.

54020.37
ATTACHMENTS

ATTACHMENT A CDC 1046, Family Visiting Application.

ATTACHMENT B Family Visiting Guidelines Confirmation signature form

ATTACHMENT C The Family Visiting Guidelines Packet

ATTACHMENT D CDC 1839, Exemption of Family Visit/Temporary Community Leave Funds from Restitution Fines/Orders

ATTACHMENT E CDC 1072 Family Visiting Inmate Notification

ATTACHMENT F GA 154 - Inmate Transfer

ATTACHMENT G Family Visit Inmate Property Inventory-Male Inmate Items

ATTACHMENT H Family Visiting Inventory, CDC 1069 form

ATTACHMENT I Commissary Order Form

ATTACHMENT J Trust Account Withdrawal, CDC 193 form

ATTACHMENT K Family Visiting Unit Visitor Medication Form

ATTACHMENT L In/Out Processing Cleanliness Inspection Form



DOMINGO URIBE JR.

Warden

Centinela State Prison

3-5-12

DATE

FAMILY VISITING APPLICATION

DATE OF VISIT

UNIT NUMBER

INSTRUCTIONS: Inmate: Complete and submit application to assigned Counselor. **FILL OUT FORM COMPLETELY.**
Counselor: Verify relationships, complete back of this form, forward to Family Visiting Coordinator.

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:

PRIVILEGE GROUP:

CUSTODY LEVEL:

WORK/PROGRAM ASSIGNMENT

DATE OF LAST CDC 115:

I REQUEST THAT A FAMILY VISIT BE SCHEDULED FOR THE FOLLOWING FAMILY MEMBERS: (LIMIT SIX)

VISITOR'S NAME (First, Middle, Last):

AGE:

RELATIONSHIP TO YOU:

ADDRESS(Number, Street, City, State):

TELEPHONE NUMBER:

VISITOR'S NAME (First, Middle, Last):

AGE:

RELATIONSHIP TO YOU:

ADDRESS(Number, Street, City, State):

TELEPHONE NUMBER:

VISITOR'S NAME (First, Middle, Last):

AGE:

RELATIONSHIP TO YOU:

ADDRESS(Number, Street, City, State):

TELEPHONE NUMBER:

()

VISITOR'S NAME (First, Middle, Last):

AGE:

RELATIONSHIP TO YOU:

ADDRESS(Number, Street, City, State):

TELEPHONE NUMBER:

()

VISITOR'S NAME (First, Middle, Last):

AGE:

RELATIONSHIP TO YOU:

ADDRESS(Number, Street, City, State):

TELEPHONE NUMBER:

()

VISITOR'S NAME (First, Middle, Last):

AGE:

RELATIONSHIP TO YOU:

ADDRESS(Number, Street, City, State):

TELEPHONE NUMBER:

()

I UNDERSTAND MY CORRECTIONAL COUNSELOR WILL VERIFY THESE RELATIONSHIPS AND A CERTIFIED PROOF OF MARRIAGE OR OTHER QUESTIONED RELATIONSHIP MUST BE PRESENTED AT THE TIME OF THE VISIT. I UNDERSTAND AND AGREE TO THE FOLLOWING REQUIREMENTS FOR PARTICIPATION IN THE FAMILY VISITING PROGRAM:

1. That a serious rules violation during the waiting period will cancel any pending scheduled visit.
2. That falsification of any information will cause my Family Visiting privileges to be cancelled and result in disciplinary action.
3. That it is required I submit to an unclothed body search and may be required to submit a urine specimen for testing at the beginning and end of the visit.
4. That my visitors are subject to a search of their person(s), property, and vehicles.
5. That my visitors 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.
9. That all Family Visiting Units are subject to unannounced inspections and searches for security and health purposes.

☐ I am requesting a REGULAR FAMILY VISIT☐ I am requesting a STANDBY VISIT

My family is available:

- ☐ ANYTIME
☐ WEEKDAYS
☐ WEEKENDS

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 SIGNED _____

THIS AREA TO BE COMPLETED BY CORRECTIONAL COUNSELOR

I have verified the information on the front of this form, including family relationship, privilege group, disciplinary record, and status as approved visitors 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.

☐ THIS VISIT IS APPROVED.

☐ THIS VISIT IS DENIED FOR ONE OR MORE OF THE FOLLOWING REASONS:

- ☐ Inmate not eligible for Family Visiting.
- ☐ Records indicate inmate and proposed visitor are not legally married.
- ☐ The visitor is not an approved visitor.
- ☐ Inmate or visitor is on non-contact visiting status.
- ☐ Other _____

COUNSELOR'S SIGNATURE: _____

TODAY'S DATE: _____

FACILITY CAPTAIN'S SIGNATURE: _____

TODAY'S DATE: _____

Memorandum

Date :

To : FAMILY VISITING PARTICIPANTS

Subject : FAMILY VISITING CONFIRMATION/FAMILY VISITING GUIDELINES

The Family Visiting Coordinator **MUST** receive the attached Family Visiting Confirmation notice and the lower portion of this form at least two weeks prior to the scheduled Family Visit.

Should you have any questions or concerns pertaining to this matter, you may contact the Family Visiting Coordinator at (760) 337-7900, extension 5806.

M. ASaeli
Family Visiting Coordinator
Centinela State Prison

Attachments

******SIGN AND RETURN******

I have received and reviewed the attached Family Visiting Guidelines. I understand that failure to provide the required documentation or failure to comply with all of the requirements outlined in these guidelines may result in cancellation of the visit.

Inmate Name

CDC Number

Visitor Signature

Date

Return To:

Centinela State Prison
Family Visiting Coordinator
P. O. Box 731
Imperial, CA 92251-0731

FAMILY VISITING CONFIRMATION NOTICE

INMATE: _____ CDC#: _____ H/U _____

You are scheduled for a Family Visit on : _____

Be aware that you need a minimum of \$40.00 on your account and all Commissary Order Forms and Trust Withdrawal Authorizations must be completed and received by the Family Visiting Coordinator at least two weeks prior to your scheduled visit. If this commitment is not met, the visit will be canceled.

You are completely responsible to inform your family of the date, time and items to bring to the Family Visit.

CANCELLATION OF FAMILY VISIT

- A. If a family cancels a Family Visit, it is their responsibility to notify the Family Visiting Coordinator no less than 72 hours prior to the scheduled visit. Call the Family Visiting Coordinator on the morning of your scheduled visit prior to leaving your residence.
- B. Your request for cancellation must be in written form.
- C. If you become scheduled for Parole within 30 days of your visit, the visit will be canceled.
- D. Any increase in your custody status will cancel your visit.
- E. Any other unanticipated changes, which may adversely affect your status, (i.e., insufficient funds, medial, or pending disciplinary actions) will cancel your visit.
- F. If a Family Visit is cancelled, for any reason, less than 72 hours prior to the scheduled visit, (i.e., family does not show, inappropriate documentation) you are held financially responsible for the food you have ordered, even if the Desert Rio Cafe does not deliver it.
- G. You may not submit another application until 30 days after your previously scheduled family visit has been completed/canceled. Any application submitted prior to completion of this time frame will be denied.

Each family visiting participant will be responsible for the upkeep and cleaning of their assigned unit. The Family Visiting Officer will inspect all units at the termination of the visit. If the Family Visiting Officer determines that the unit is in an unacceptable condition, the inmate will face disciplinary action and loss of visiting privileges.

By signing below, you agree to the above guidelines, that you have reviewed your application, and/or understand that only those visitors listed thereon are allowed to participate in this visit. You also affirm that your statements on the application are true and correct, and that you have not falsified the application in any manner.

INMATE'S SIGNATURE: _____ DATE: _____

VISITOR PACKAGE

All paperwork must be completed and returned to the family Visiting Coordinator no later than 14 days prior to the scheduled day of the visit.

Failure to complete and return these forms by the deadline may result in cancellation of your visit.

Forms must be returned directly to Family Visiting. Visitor Packet forms WILL NOT be accepted from the inmate. Mail forms directly to:

**Centinela State Prison
Attn: Family Visiting
P.O. Box 731
Imperial, Ca 92251**

**CENTINELA STATE PRISON
FAMILY VISITING
P.O. BOX 731
IMPERIAL, CA 92251-0731**

HOUSING UNIT: _____

INMATE NAME: _____ **CDC NUMBER:** _____ **DATE:** _____

The above named inmate has been informed that he will be required to submit two urine samples for toxicology testing, one sample preceding the visit and a second sample upon completion of his family visit.

FAMILY VISITING COORDINATOR

DATE

U. A. SAMPLE SUBMITTED BY:

TESTING NO. 1: (ENTERING) OFFICER: _____ **DATE:** _____

TESTING NO. 2: (DEPARTING) OFFICER: _____ **DATE:** _____

My signature indicates I understand that these tests are required and I agree to comply with this requirement as a condition of Family Visiting.

INMATE SIGNATURE

DATE

FAMILY VISITING GUIDELINES

OVERVIEW OF FAMILY VISITING:

Family visits are a 43-hour visit in a 2-bedroom apartment on institutional property. Family Visiting is available only to immediate family members of the inmates.

Each Family Visiting apartment consists of two bedrooms, kitchen, bathroom and living room. One apartment is located at the Minimum Facility "E" for the use of Level I inmates. Five apartments available for Family Visits are located within the secured perimeter of the Level I, II, III and IV inmates, one of which is a handicapped accessible apartment available for use by any inmate and family needing it (including Level I inmates).

SCHEDULING:

Family Visits begin on Thursdays and Saturdays. Visitors participating in family visiting must report to the Visitor Processing Center between 11:00 a.m. and 1:00 p.m. on the first day of the visit. Visitors may not enter institutional property before 11:00 a.m. on the first day of the visit. Visitors who are being dropped off by a friend or family member must have that person wait until the visitors are processed; in order to secure any unauthorized items. Centinela State Prison will not hold unauthorized items during the visit. Visitors will be processed out at the end of the family visit at 9:00 a.m. on the third day.

Your Family Visit will be cancelled if the visitor does not arrive by 1:00 p.m. If you cannot keep your scheduled family visit, you must notify the Family Visiting Coordinator at least 72 hours prior to the beginning of the visit. Failure to notify the Family Visiting Coordinator of a cancellation at least 72 hours in advance may result in the loss of family Visiting Privileges.

VISITOR IDENTIFICATION AND PROOF OF MARRIAGE OR RELATION:

All adults participating in the Family Visiting program must be approved visitors and must be in possession of a valid form of identification (listed below). In addition to this identification, all visitors must provide proof of relationship to the inmate in order to be processed in.

IDENTIFICATION:

- Valid Driver's License with photo, (non-laminated) from state of residence.
- Valid Department of Motor Vehicles Identification Card with photo, (non-laminated) from state of residence.
- Valid Passport with photo.
- Armed Forces Identification Card with photo.

FAMILY VISITING GUIDELINES
Page 2

- Identification Cards issued by the United State Department of Justice Immigration and Naturalization Services.

PROOF OF MARRIAGE OR RELATION:

In addition to the above identification, visitors will be required to present the below listed additional identification. All identification and documents must be presented at the beginning of each visit. All documents must be originals or certified copies. Abstract documents will not be accepted. Laminated documents will not be accepted.

WIFE: An original marriage license, with an original county seal, stamp and recording clerk's signature.

SIBLINGS: Brothers and sisters must bring both their Birth Certificate and the inmate's Birth Certificate. These documents must identify that both persons have the same parents. Additionally, if the visitor has changed their name for any reason, he/she must also have a marriage license or other court document verifying the change of name with an original county seal, stamp, and recording clerk's signature showing their given name.

PARENTS: The inmate's Birth Certificate listing the visitor as the inmate's parents.

CHILDREN: The child (ren's) Birth Certificate listing the inmate as the father.

STEPCHILDREN: The child (ren's) Birth Certificate listing the inmate's wife as the mother.

Any visitor chaperoning a minor who is not their child, must present a notarized permission letter from the child's legal guardian, authorizing the escort for the purpose of the visit.

ALLOWABLE ITEMS:

The following is a list of items that will be allowed into the Family Visiting Unit with the visitor. Due to the variety of items brought by families, this list cannot be totally inclusive of all items allowed onto prison grounds. These are quite basic guidelines for your use.

SUITCASES: Limited to two soft canvas bags or overnightits or shoulder totes, per adult visitor. **NO HARD SIDED SUITCASES ARE PERMITTED.**

CLOTHING: Each visitor may bring a maximum of two changes of clothing for the visit. All clothing is for the visitor's use only. No blue denim. No clothing that resembles inmate clothing. No clothing that resembles that of correctional staff. No camouflage of any kind.

FOOD: No food items or beverages may be brought in from the outside. Inmates are responsible for providing the necessary food items for the duration of the visit. Inmates shall purchase approved pre-packaged food items for their visitors and themselves with funds from their Trust Account. The institution will provide all inmates with a family Visiting Menu order form in sufficient time for the food to be delivered prior to the visit.

The inmate will be required to order his food items for the family visit at the time the visiting date is confirmed. This will be done through the Family Visiting Coordinator. The inmate will sign a Trust Account Withdrawal Form (CDC Form 193) for the food for the inmate and visitors. The minimum food order amount is \$40.00 to ensure an adequate supply of food for the inmate and visitors.

TOILETRIES: Limited to two (2) fluid ounces, (travel size) in original containers. All toiletries must be translucent. All containers must be clear plastic and must contain a list of ingredients.

- No hand or body creams, lotions, or oils.
- No perfumes or colognes.
- No make-up of any kind.
- No items that are alcohol based.
- Dishwashing soap is permitted.
- Face and hand towels are permitted. Bath towels are provided.
- No items in metal or glass containers.

BABY/CHILDREN ITEMS:

- Baby formula (must be **POWDERED** in factory sealed containers **ONLY**).
- Disposable diapers, baby wipes (in factory sealed packages **ONLY**).
- No toys are permitted except; visitors with infants/toddlers may bring three clear plastic teething toys.
- Visitors may bring two coloring books per child and a maximum of eight colored pencils. **(NO CRAYONS)**.
- School work: School age children may bring homework and soft cover school books. No hard cover books permitted.

MEDICATION:

Visitors may bring to the family visit only the amount of prescribed medication needed during the visit. All medication must be brought to the Visitor Processing Center in their original prescription bottle with the visitors name on the label. Visiting Staff will not hold additional medication during the visit. Prison officials will deliver all medication to the Family Visiting Unit at the times specified on the bottle.

Visitors on medically prescribed diets, treatments, and medical procedures (i.e.; dialysis) may bring in the necessary items in order to continue the medical procedure while on their family visit. **A notarized letter from the physician's with a description of medication, diet, or medical procedure must accompany all medication.**

FAMILY VISITING GUIDELINES
Page 4

Insulin dependent visitors: Must provide new, capped (unused) vials of insulin in the Family Visiting Unit.

PROHIBITED MEDICATIONS:

- Narcotics/Pain Medications.
- Psychotropic Medication.
- Medication containing alcohol.
- Medications labeled "take as needed".
- Over the counter type drugs such as aspirin, cough syrup, vitamins, Roloids, etc.

MEDICATION TREATMENT DURING VISIT:

The institution will provide only emergency medical treatment during a family visit. Any visitor requiring medical treatment will result in termination of the visit.

UNAUTHORIZED ITEMS:

The following is a list of items that will not be allowed to enter Centinela State Prison grounds during a family visit. Due to the variety of items brought in by the families, this list **cannot** be totally inclusive of all items prohibited. This is only a guideline for your use. The final decision on any item will be left to the discretion of the officer who is processing your Family Visit. **All unauthorized items must be left in your car. Centinela will not hold unauthorized items during the visit.**

- Narcotics/alcoholic beverages (read the label).
- Money, keys, identification (You must surrender all money, keys, identification and/or return bus pass to Visiting Staff for safekeeping during your visit).
- No products containing alcohol.
- No hair products; such as hair lotions, hair color, peroxide, permanent waves, hair spray, gels and/or grease.
- Metal combs or brushes.
- Glue or false eyelashes, eyelash curlers, tweezers or mirrors.
- Needles, thread or scissors of any kind.
- Photographs/excessive jewelry
- Incense sticks/candles.
- Electrical appliances.

FAMILY VISITING REGULATIONS:

CONDUCT:

All visitors must abide by all laws, rules and regulations pertaining to visiting. Visitors are responsible for the conduct of their children. Failure to abide by all rules and regulations may result in termination of the visit and/or suspension of visiting privileges.

FAMILY VISITING GUIDELINES
Page 5

HOUSEKEEPING:

Each family visiting participant will be responsible for the cleanliness and upkeep of the assigned Family Visiting Unit. The Family Visiting Officer will inspect all units at the termination of the visit.

- All items, furniture, sinks, showers, toilets, refrigerators, cooking and eating utensils, etc. must be cleaned at the completion of your visit. All floors must be swept and mopped.
- There will be an inventory of all items at the termination of the visit. Failure to account for all items may result in suspension of visiting privileges and disciplinary action.

COUNT PROCEDURES:

Inmates in the family visiting quarters shall present themselves for count per instructions provided in the Family Visiting Units. A minimum of 4 counts per 24-hour period shall be conducted.

NOTE: Inmates who fail to be present for count are subject to disciplinary action and termination of the family visit.

COMPLETION OF YOUR VISIT:

No food will be left inside the family Visiting Units. The inmate will not take food items back into the institution. The visitors may take **UNOPENED** food items home. Any opened food items will be disposed of.

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

STATE OF CALIFORNIA

DEPARTMENT OF CORRECTION

FAMILY VISITING INMATE NOTIFICATION

CDC 1072 (4/88)

TO: (Inmate's Name)	CDC NUMBER	HOUSING
FROM: FAMILY VISITING COORDINATOR	INSTITUTION	DATE

YOUR REQUEST FOR A FAMILY VISIT WITH THE FOLLOWING PROPOSED VISITORS HAS BEEN APPROVED.

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

TYPE OF VISIT REQUESTED:

☐

REGULAR FAMILY VISIT

☐

STAND-BY FAMILY VISIT

Your Family Visit is scheduled for (date): _____

Detach the lower portion of this form and mail it to a participating adult family member for confirmation of this visit. The complete confirmation must be returned by the proposed visitor, via U.S. Mail, directly to the Family Visiting Coordinator of this institution.

To: Proposed Family Visiting Participants listed below:	INMATE'S NAME	CDC NUMBER
1. _____		
2. _____	5. _____	
3. _____	6. _____	
4. _____		

A family visit has been scheduled for (date) _____

Minors must be accompanied by an adult who is an approved visitor and must have prior written approval from a parent or legal guardian if the accompanying adult is not the minor's parent or legal guardian.

Please confirm your participation or cancellation by completing the information below. This form must be returned via U.S. Mail to the FAMILY VISITING COORDINATOR.

FAILURE TO RETURN THIS FORM AT LEAST 72 HOURS PRIOR TO THE FAMILY VISIT MAY RESULT IN AUTOMATIC CANCELLATION OF THE VISIT.

Return Completed Confirmation to: FAMILY VISITING COORDINATOR	<input type="checkbox"/> I/We will arrive as scheduled at approximately (time) _____ am/pm (circle one) <input type="checkbox"/> I/We will not arrive as scheduled. Please cancel scheduled visit.
Telephone Number: _____	SIGNATURE OF ADULT PROPOSED VISITOR DATE

Attachment F

STATE OF CALIFORNIA
GA 154 (Rev. 10/03)

DEPARTMENT OF CORRECTIONS

INMATE TRANSFER/HOUSING ASSIGNMENT CHANGE

TIME: _____

DATE: _____

CDC NUMBER	INMATE'S NAME	FROM QUARTERS	TO QUARTERS	REASON

DISTRIBUTION:

White Copy - Control Room
Yellow Copy - Sending Facility
Pink Copy - Receiving Facility
Goldenrod Copy - Approving Authority

Signature and Title of Approving Authority
(Correctional Lieutenant or above)

CDC 1070 (6/57)

[illegible]

DATE: _____ FAMILY VISITING UNIT: _____ INSTITUTION: _____

INMATE'S NAME: _____ CDC NUMBER: _____

KITCHEN	IN	OUT
1) CABINETS ABOVE STOVE & SINK		
2) CABINETS BELOW SINK		
3) STOVE (TOP)		
4) STOVE (INSIDE)		
5) TABLE, DINING		
6) CHAIRS, DINING		
7) REFRIGERATOR (TOP)		
8) REFRIGERATOR (INSIDE)		
9) FLOORS & MOLDING		
10) SMOKE ALARM & BATTERIES		

OTHER: _____

COMMENTS: _____

KITCHEN UTENSILS	AUTH	IN	OUT
1) PLATES			
2) CUPS			
3) SAUCERS			
4) BOWLS			
5) SERVING BOWLS			
6) SERVING PLATTER			
7) GLASSES, DRINKING			
8) KNIVES			
9) FORKS			
10) SPOONS			
11) SOUP SPOONS			

OTHER: _____

COMMENTS: _____

KITCHEN COOKWARE	AUTH	IN	OUT
1) OVEN BROILER PAN			
2) FRYING PAN-1 CAST/1 TEF			
3) SAUCE PAN S-M-L			
4) BOILER W/LID			
5) COFFEE POT			
6) TOASTER			
7) DUTCH OVEN			
8) MICROWAVE			
9) TEA KETTLE			

OTHER: _____

COMMENTS: _____

COOKING UTENSILS	AUTH	IN	OUT
1) SLOTTED SPOON			
2) LARGE SPOON			
3) LARGE FORK			
4) SPATULA			
5) PARING KNIFE			
6) BUTCHER KNIFE			
7) POTATO PEELER			
8) POTATO MASHER			
9) POT HOLDERS			
10) MIXING BOWLS			
11) CAN OPENER			
12) LADLE			
13) CAKE PAN			
14) GRATER			

OTHER: _____

COMMENTS: _____

LIVING ROOM	IN
1) WINDOWS	
2) CURTAINS	
3) COUCH & COUCH PILLOWS	
4) CHAIR & CHAIR PILLOWS	
5) TELEVISION SET	
6) COFFEE TABLE	
7) FLOORS & MOLDINGS	
8) SMOKE ALARM & BATTERIES	
9) TELEVISION STAND	
10) END TABLE, LAMP	

OTHER: _____

COMMENTS: _____

BEDROOM	IN
1) ATTACHED HEADBOARD/FOOTBOARD	
2) MATTRESS & BOX SPRINGS	
3) BED FRAME	
4) OVERHEAD LIGHT FIXTURE	
5) CURTAINS	
6) WINDOWS	
7) WALL HEATERS	
8) CHEST OF DRAWERS	
9) BEDROOM LAMP & BULBS	
10) DOORS & LOCKING DEVICES	
11) CLOSET AREA	
12) FLOORS & MOLDINGS	

OTHER: _____

COMMENTS: _____

BEDDING	AUTH	IN	OUT
1) BLANKETS			
2) SHEETS			
3) PILLOW CASES			
4) MATTRESS COVERS			
5) BATH TOWELS			
6) DISH TOWELS			
7) PILLOWS			
8) TELEVISION			
9) CLOCK RADIO, AM/FM			
10) CLOCK ALARM			
11) SMOKE ALARM & BATTERIES			

OTHER: _____

COMMENTS: _____

BATHROOM	IN	OUT
1) DOOR & LOCKING DEVICE		
2) TOWEL RACK		
3) MEDICINE CABINET		
4) TOOTHBRUSH HOLDER		
5) SOAP DISH		
6) FACE BOWL		
7) FAUCETS (HOT & COLD)		
8) TOILET PAPER HOLDER		
9) TOILET		
10) SHOWER CURTAIN		
11) BATHTUB/SHOWER STALL		
12) TILE INSIDE BATHTUB AREA		
13) FLOORS & MOLDING		
14) OVERHEAD FAN		

OTHER: _____

COMMENTS: _____

Inmate Name (Please Print)

CDC Number

Housing Unit

Family Visiting Apartment No.

Date of Scheduled Visit

Of the four (4) parts in this form, inmate will retain the last copy. The other three must be turned into the Family Visiting Officer. Make sure that you have enclosed three (3) signed trust withdrawal slips and that you have this form turned in at least two weeks prior to the visit. It is your responsibility to see that there is enough money in your account to cover your food costs. This menu must be received in the Family Visit Office fourteen days before your visit. There will be no refunds due to particular or individual tastes. Prices and menu are subject to change without notice. Please circle the items that you wish to order (e.g., Regular or Low Sodium). Thank you for your cooperation.

I have read and understand the above instructions.

Sign Here When Ordering X _____

Date _____

Sign Here When Received X _____

Date _____

Item	Qty	Cost	Total	Item	Qty	Cost	Total	Item	Qty	Cost	Total
BREAKFAST ENTREES				STAPLES				CANDY/SNACKS/DESSERT			
Pancake Batter Qt size		\$3.50		Butter 1/4 Stick		\$2.00		Potato Chips-Regular, BBQ, Sour Cream and Onion, Cheetos, Pork Skins, Doritos		\$0.99	
Eggs 1 Doz Fresh		\$3.25		Margarine 1/4 stick		\$1.00		Candy Bars - 3 Musketeers, Almond Joy, Kit Kat, Hersheys Almond's, Snickers, Crunch, M&M Peanut, M&M Plain, Nutter Butter, Oreo Cookies		\$1.25	
Cold Cereal (Individual) Wheaties-Cheerios-Total-Raisin Bran-Honey Nut		\$1.35		Condiment Package (Salt, Pepper, Ketchup, Mayonnaise, Mustard, Taco Sauce) (10 each)		\$2.00		Pepcorn - Microwave (Butter or Plain)		\$1.50	
Sausage Links-8 Oz Pkg Pork-Turkey		\$2.50		Cooking Oil 24oz		\$3.00		Apple Pie 12"		\$7.25	
Bacon 1Lb Pkg Pork-Beef		\$4.70		Tortillas 1 dz Pkg (Flour-Corn)		\$3.00					
Chorizo 1Lb Pkg Pork-Beef		\$2.80		Cheese-Grated 8 oz		\$3.25		BEVERAGES			
Hash Brown 32 Oz Frozen		\$2.80		Refried Beans 16 oz		\$1.60		Coke-Pepsi (Reg or Diet) 6 Pk		\$5.00	
Syrup-24 Oz Bottle		\$3.75						Sprite-7 UP (Reg or Diet) 6 Pk		\$5.00	
Bread -Standard Loaf White-Wheat		\$2.50						Dr Pepper-Strawberry-Orange-Root Beer (Reg or Diet) 6 Pk		\$5.00	
Menudo		\$3.25						Bottled Water (1 Gallon)		\$2.50	
LUNCH ENTREES				DINNER ENTREES				Orange Juice 1 Qtr - Bottle		\$3.00	
Fruit Cocktail		\$2.00		Shrimp-Breaded & Frozen - 21 Ct		\$11.50		Milk-1 Qtr-Carton (Homogenized-Skim-Low Fat-Nonfat)		\$2.25	
Chili Beans Reg-Low Fat		\$1.60		Jumbo Fried Chicken 3-10 Pcs.		\$8.00		Coffee (Reg) Makes 1 Pot		\$1.75	
Beef Stew		\$1.60		Pork Chops (Boneless, Center Cut 1 Lb.)		\$5.95		FRESH FRUITS AND VEGETABLES			
Pasta & Chicken		\$3.50		Steak 1 Lb		\$5.75		Potatoes 1 Lb		\$1.35	
Burritos -Frozen Bean & Cheese/Chicken/Beef		\$2.25		Ground Beef 1 Lb		\$4.25		Onions 1 Lb		\$1.35	
Pizza Frozen-6" (Pepperoni-Cheese)		\$2.50		Lasagna Dinner-Frozen 5 (Beef - Vegetable)		\$15.50		Tomatoes 1 Lb		\$1.80	
Crackers Single Package		\$1.25		Spaghetti Dinner Noodles 16 Oz, Sauce 26 Oz		\$5.00		Lettuce (Head)		\$1.80	
Lunch-Meat-Turkey Variety 10 Oz		\$3.75		Spanish Rice Box		\$2.00		Jalapenos 1/2 Lb		\$1.35	
French Fries 28 Oz		\$3.00		Vegetables, Canned (Corn, Green Beans, Peas)		\$1.25		Cilantro 1 Bunch		\$1.25	
				Hot Wings 5 Oz.		\$3.50		Guacamole 1 Lb		\$4.50	
								Apples - Each		\$0.85	
								Oranges - Each		\$0.85	
								Lemons - Each		\$0.75	
								GRAND TOTAL			

Check here if you do not want out of stock items substituted with comparable items. If you check this box, any out of stock items will be deleted from the menu, reducing your total order. Additional items and/or substitutions will not be made at the time of your visit.

TRUST ACCOUNT WITHDRAWAL ORDER

Attachment J

Date _____ 20____

To: Warden

Approved _____

I hereby request that my Trust Account be charged \$ _____ for the purpose stated below and authorize the withdrawal of that sum from my account:

NUMBER _____

State below the PURPOSE for which withdrawal is requested
(do not use this form for Canteen or Hobby purchase).

PURPOSE _____

NAME (Signature please, DO NOT PRINT) _____

PRINT PLAINLY BELOW name and address of person
to whom check is to be mailed.

NAME _____

ADDRESS _____

PRINT YOUR FULL NAME HERE _____

S & E MEMO

FAMILY VISITING MEDICATIONS

FAMILY VISITING UNIT: _____

INMATE NAME: _____ **CDC#:** _____

FAMILY NAME: _____

TIMES FOR MEDICATIONS(S): _____

BEGINNING DATE: _____

ENDING DATE: _____

S & E MEMO

FAMILY VISITING MEDICATIONS

FAMILY VISITING UNIT: _____

INMATE NAME: _____ **CDC#:** _____

FAMILY NAME: _____

TIMES FOR MEDICATIONS(S): _____

BEGINNING DATE: _____

ENDING DATE: _____

Visit. The above inventoried items shall be left in clean, working order upon my departure.

It is my responsibility at the termination of my Family Visit to clean the assigned unit, including the shower, toilet, refrigerator, sinks and all floors.

Attachment L

I further acknowledge that six knives, six forks, and six spoons have been issued to me for the duration of the visit, and must be returned to the Family Visit Staff upon the termination of the visit. I further understand that I am responsible for any loss or damage to state property upon the termination of my visit. My signature indicates that I understand all of the above and that all guidelines will be adhered to.

IN-PROCESSING INVENTORY

STAFF SIGNATURE

IN

INMATE SIGNATURE

CDC NUMBER

OUT-PROCESSING INVENTORY

STAFF SIGNATURE

OUT

INMATE SIGNATURE

CDC NUMBER

OFFICER'S COMMENTS:

OUT-PROCESSING CLEANLINESS INSPECTION

BATHROOM:

KITCHEN:

BEDROOMS:

LIVING/DINING AREA:

OVERALL CONDITION:

DATE:

INSPECTED BY: