

CALIFORNIA STATE PRISON - CORCORAN SUPPLEMENT	Chapter: 5 Custody and Security Operations
	Article: 42 Visiting
	Section: 54020 Visiting

54020.4
ACCESS TO VISITING
POLICIES AND PROCEDURES

The California State Prison-Corcoran (CSP-C) visiting policy is posted on the bulletin board located at the main visitor processing area in the General Population Entrance Building. Inmates will be issued the local visiting procedures upon their request. Visiting procedures are also available in all housing units. Visitors can receive copies of this local procedure at the General Population (GP) and Security Housing Unit (SHU) Visiting Centers where they are processed for visiting.

54020.7
VISITING DAYS AND HOURS

General Population

Saturday, Sunday	0800 to 1430 hours
Designated Visiting Holidays	0800 to 1430 hours

Security Housing Units (SHU)

Saturday, Sunday	0830 to 1430 hours
Designated Visiting Holidays	0830 to 1430 hours

Administrative Segregation Units (Ad-Seg)

3A03/3A04/ASU-1

Saturday, Sunday	0830 to 1430 hours
Designated Visiting Holidays	0830 to 1430 hours

Protective Housing Unit (PHU)

Saturday, Sunday	0800 to 1430 hours
Designated Visiting Holidays	0800 to 1430 hours

Designated Visiting Holiday Schedule

Visiting will be open on the following state holidays: New Years Day, Independence Day, Thanksgiving Day, and Christmas Day.

The minimum visiting time limit at CSP-Corcoran is one (1) hour. This time limit is used for the termination process for overcrowding within Facilities Level 1, 3A, 3B and 3C. This time limitation is not a requirement for terminations that take place for other reasons than "overcrowding".

54020.11
PROCESSING VISITORS

Visitors will be required to provide a valid identification. An original birth certificate is required for all minors. The identification provided shall be the identification that the visitor has been approved with during the background

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process, however, if the visitor provides an alternate identification, they will be required to complete an "update" application (CDC-106) and a background check may be conducted for verification of the identification.

The Matricula Consular De Alta Seguridad Identification Card (MCAS) is no longer an approved identification for application or identification purposes, with the exception of visitors that are previously approved with an MCAS. A previously approved visitor with a MCAS will be issued a sixty day notification to provide alternative identification. If after sixty days the visitor fails to provide such identification, they will no longer be allowed to enter the institution for visitation purposes.

Visitors utilizing a Passport issued from another country will be required to provide a current Arrival/Departure Record Form (I-94) and/or Visa issued by the United States of America along with their current passport.

Visitors should arrive at the institution approximately one half hour prior to their scheduled appointment and proceed to the Visiting Center in the General Population Entrance Building.

All visitors for General Population, Level I, and 3A03/3A04-Ad-Seg will check in at the Level 3 Visiting Center.

Visitors for the Level 1 Facility will be transported to the Level 1 visiting room via the Visiting transportation bus and escorted into the visiting room by the Transportation Officer and check in with the Level 1 visiting room Officer.

Visitors for the SHU and ASU will be transported to the SHU entrance building, where they will check in with the Level 4 Visitor Processing Officer. The visitor will then be advised to wait until approximately 10 minutes before the start time of their visit, at which time the visitor will be called to the counter for processing in accordance with DOM 54020.11, 54020.12, and 54020.13.

Upon arrival to the visitor center, visitors will be given a

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Visiting Pass in numerical order and wait for their number to be called. Once their number is called, they will report to the visitor processing Officer to be processed into SOMS. The visitor will then be advised to wait until they are called up to the visitor search/processing area.

Once each inmate's visitor(s) have been processed, they will be given their visitor pass and be directed to the appropriate visiting room. Upon arrival, they will give the CDCR 1000, Visitor Pass, to the visiting room officer who will direct them to a visiting table or a non-contact visiting booth to await the arrival of the inmate.

At the conclusion of the visiting day, the visitors will leave the visiting room and all inmates will return to their designated table and sit down. An officer assigned to the processing center will await arrival of the visitors, collect the CDCR 1000, Visitor Pass, compare it to a photograph ID, verify all items taken into the institution are still in the visitor's possession and verify the hand stamp prior to allowing the visitor to exit the prison.

Minors are allowed to visit when they are accompanied by an approved adult visitor such as a parent, a court appointed legal guardian, or they have written notarized permission to visit from the child's parent or legal guardian and a certified birth certificate or embossed abstract of birth. Notarized letters must have the notary stamp on the original document; it must not be stapled or attached as an amendment and must be updated each calendar year or upon the stated expiration date. Visiting with minors shall be prohibited for any inmate convicted for violating Penal Code Section(s): 187 or 192 involving a minor, 243.4, 261, 261.5, 262, 264.1, 266c, 266j, 273a, 273d, 273.5, 285, 286, 288, 288a, 288.2, 288.5, 289, 289.5, 311.1, 311.2, 311.3, 311.4, 313.1, 314, and 647.6, unless specifically authorized by a juvenile court, pursuant to Welfare and Institutional Code Section 362.6. Arrests without a conviction and substantial evidence shows the crime has taken place may be used to prohibit visits.

It is a felony for a former inmate or parolee/probationer to be on the grounds of any prison for any reason without prior

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written approval from the Warden of that institution. Persons discharged from parole must provide proof of discharge along with the Warden's written permission to visit.

54020.11.1
PROCESSING VISITORS
SOMS DEACTIVATED/
INOPERATIVE

Each week the Visiting Sergeant will produce an Electronic Approved Visitor List using the Strategic Offender Management System (SOMS) for CSP-Corcoran. The report will be saved to the "Visiting file located within the COR PLACES file on the LAN. In the event SOMS becomes inoperable during Scheduled Visiting hours at CSP-Corcoran, the saved visitor list will be utilized to check approved visitor status.

If the visiting file located on the LAN becomes inoperative, assigned visiting staff will review the inmates visiting file to confirm the visitor's approval.

If SOMS is inoperative, time to process inmate visitors will be delayed, as such scheduled appointments will have priority for process to ensure adherence to the appointment schedule. All effort will be made to process timely using the manual method, however staff will ensure appropriate clearance exists before allowing visitors in the security perimeter.

54020.13
INSPECTION/SEARCH
OF VISITORS

All visitors must clear the metal detector unless they have a pacemaker or any other medical implants (ie; metal rods, pins, discs). If the visitor does have such medical devices or implants, they may be checked via the hand wand. All visitors must have a current prescription or medical physicians written statement for medical implants or medical devices. During the processing of visitors, they will remove their shoes, jacket, sweater, sweatshirt or any other removable outer garment and hand it/them to the Processing

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Officer for search. All other inspections/searches of a visitor shall require the completion of the CDCR-888, Notice of Request for Search Form. Visitors shall not be forcibly searched unless institution/facility officials possess a court-issued warrant to conduct the search or the visitor is being detained for unlawful actions or activities in accordance with CCR Section 3292.

Prior authorization from a manager is required before conducting an unclothed search of a visitor. If prior authorization has not been obtained, the Visiting Lieutenant or Watch Commander shall contact the Administrative Officer of The Day and obtain authorization prior to initiating an unclothed search of any visitor.

All searches of visitors, clothed or unclothed, shall be performed for probable cause and the cause shall be documented on the CDCR-888 form prior to initiating a search. The name of the manager authorizing the search shall be documented on the CDCR-888.

A completed copy of the CDCR-888 shall be provided to the visitor regardless of whether they consent to the search or refuse to cooperate.

All provisions in DOM Sections 54020.13 through 54020.14 inclusive of all subsections therein, shall be complied with regarding the search of a visitor.

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54020.15
ALLOWABLE VISITOR ITEMS

These items and/or limits on items are in addition to those specified in DOM 54020.20.

Allowable Items

- Identification card
- One handkerchief, no bandanas
- Tissue pack, clear packaging and unopened
- Clear change purse
- \$50 per adult visitor and \$20 per minor visitor (must be in coin or one dollar bills only)
- Comb or brush
- Two keys on a ring no attachments or one key with electrical device (must not show signs of being tampered with)
- 10 photographs per visiting party
- 10 sheets of legal documents to be reviewed/and or signed by inmate not kept
- Indian Medicine Bag, upon inspection and approval
- Two small (less than 12 inches in length) solid toys
- One infant carrier
- Six disposable diapers
- Factory-sealed baby wipes
- Two transparent plastic baby bottles of premixed formula/milk/juice per baby
- One transparent pacifier
- Three jars of factory sealed baby food (NO GLASS CONTAINERS) and one plastic baby spoon
- One single-layer baby blanket
- One transparent diaper bag
- One change of baby clothing
- One single-layer burp cloth
- Six feminine/sanitary napkins/tampons
- One ring (wedding set is considered one)
- One pair of earrings
- One bracelet
- One necklace with or without charms
- One watch
- One belt

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

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

Prohibited items

- Tobacco products
- Food, all refreshments are to be purchased from the vending machines located in the visiting room
- Chewing Gum
- Purses-(other than a clear purse as stated above)
- Cameras
- Pagers
- Cell phones

**54020.20
VISITOR BASIC DRESS
STANDARDS**

Visitor Attire

It is recommended that visitors dress conservatively and with the following guidelines in mind. Inappropriate attire will be reason to deny a visit. Any alterations to clothing once a visitor is inside the visiting area will be grounds for terminating the visit.

Prohibited Attire

- Clothing, which in any combination of shades or types of material/fabric resembles California State issued inmate clothing (i.e. blue denim, blue denim pants, chambray shirts, orange dresses or orange colored top and bottom garment when worn together), white dresses or white colored top and bottom garment when worn together and red dresses or red colored top and bottom garment when worn

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together

- Clothing that resembles law enforcement uniform-including rain gear
- Hats, wigs or hairpieces (except with approval of the visiting Sergeant or Lieutenant)
- Clothing that exposes the breast/chest area, genital area, or buttocks
- Dresses, skirts, pants, and shorts exposing more than two inches above the knee, including slits when standing
- Sheer or transparent garments
- Strapless or "spaghetti" strap tops
- Clothing exposing the midriff area
- Clothing or accessories displaying obscene or offensive language or drawings
- Brassieres with metal under wire or any other detectable metal are not permitted

(Note: Camouflage clothing is authorized for active duty military personnel with appropriate military identification)

54020.21
PROCESSING OF INMATES

Each general population facility will provide escorting staff to move the inmates from the facility to the inmate processing area. Visiting staff will search and orient each inmate prior to entering the visiting room.

SHU Facilities (IV-A and IV-B) and Administrative Segregation Units (ASU1, 3A04 and 3A03) will provide staff to escort the inmates from the facility to the appropriate visiting room processing area. Visiting staff will search and provide orientation to each inmate going from the processing area to the visiting booths.

When inmates are seated at their assigned tables, they will sit facing the officers' podium. Visitors may sit on the sides of the table, at a ninety degree angle from the inmate, but not next to or physically touching the inmate, except for holding hands. (CCR 3171(a)). Inmates are not permitted to approach or operate the vending machines and/or microwave ovens.

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Once all visitors have cleared the processing area, staff assigned to the processing area will be directed to the visiting rooms to assist in the unclothed search of each inmate prior to release to the respective yard. All inmates in the main visiting room will be released prior to processing non-contact inmates back to the yards in the same fashion. Female officers will not be utilized to perform the unclothed search of inmates, unless an institutional emergency exists, pursuant to California Code of Regulations, CCR, Title 15, Section 3287 (b)(1).

Every attempt shall be made to provide each separate area of the visiting department with a minimum of one institutional radio. This includes the GP visitor processing area, the SHU visitor processing area, the III-A, III-B, III-C, Level I, and SHU visiting room. All visiting staff including visitor processing staff will have a personal alarm device, stab resistant vest, keys, monadnock expandable baton (MEB), whistle, Oleoresin Capsicum (OC), handcuffs, and a flashlight.

**54020.21.1
INMATE VISITING
DRESS STANDARDS**

No personal clothing is allowed for inmates within visiting.

SHU/AD-SEG/ASU inmates shall wear only:

- A pair of boxer shorts
- One T-shirt
- One pair of socks
- One jumpsuit
- One pair of soft sole shoes
- Prescription glasses

General population inmates shall wear only:

- One set of state issued clothing
- State shoes only
- Thermal underwear (winter months, October through May 31 only)

General population inmates may have the following items:

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- One white handkerchief
- One comb (one piece, plastic, no points or handles)
- A traditional wedding band (Gold or Silver)
- A necklace with an approved religious medallion
- Prescription glasses (no sunglasses)
- Medical assistive device(s)

54020.22
NON-CONTACT VISITING

Non-contact Visits General Population/ SHU/AD-SEG

Non-contact visits are conducted in non-contact booths. The number of visitors is limited to no more than three visitors, including children at the same time, for each inmate due to the limited space in the booths. Groups of visitors in excess of the three may be accommodated only once per visit by means of rotation through the visiting area. Such rotation shall be considered a single visit in the event it is necessary to terminate a visit in progress in accordance with CCR Title 15, Section 3176(a) (9) and (10). Non-contact visits shall be scheduled in one hour increments and may be extended based on space availability.

Administrative Segregation status inmates in unit 3A03 or 3A04 shall visit in the III-A visiting room. Inmates housed in ASU1 shall visit in the Facility IV-B visiting room. SHU inmates shall visit in Facility IV-B visiting room. Protective Housing Unit (PHU) inmates on Administrative Segregation status shall visit in Facility IV-A visiting room.

General population inmates on non-contact or orientation status will visit in their designated non-contact booths in their prospective visiting rooms on an appointment basis and as space is available. Non-contact booths are not available on Level I. Therefore, Level I Facility inmates on orientation status may not have visits within Level I. General Population inmates on normal visiting status do not require appointments.

General Population non-contact visits are by appointment only, as follows:

By calling (559) 992-9444, on Wednesdays or Fridays

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between 10:00 a.m. and 2:00 p.m. excluding scheduled visiting holidays. In addition, appointments can be made in person while processing into any regular scheduled visit. Visitors will be allowed to schedule only two appointments per request.

SHU and Ad-Seg visits are by appointment only, as follows:

Appointments must be made at least 24 hours in advance and are limited to three persons only. Appointments can be made up to two weeks in advance by emailing CORVISITING@CDCR.CA.GOV on Monday from 0600 hours to 1100 hours or between 1800 hours to 2000 hours or by calling (559) 992-9444, on Wednesday or Friday between 1000 hours and 1400 hours, excluding scheduled visiting holidays. In addition, appointments can be made in person while processing into any regular scheduled visit. Visitors will be allowed to schedule only two appointments per request.

54020.24
FOOD IN VISITING AREAS

Inmates are not permitted to approach or operate the vending machines and/or microwave ovens. In the event of a termination beyond the control of the visitors, such as terminations for overcrowding or institutional emergency, reasonable accommodations will be made to allow for the consumption of the purchased food items.

54020.25
VISITING PHOTO PROGRAM

Inmates may place an arm around their visitor(s) while posing next to each other for a photograph. All hands must be visible in the picture. No other form of embracing/touching is permitted.

54020.27
**VISITING IN CDCR HOSPITALS
AND INFIRMARIES**

The John D. Klarich Memorial Hospital (JDKMH) will not participate in the visiting photo program. Photographs of inmate patients and their family members are not permitted in the JDKMH.

Visiting days: Saturday and Sunday
Visiting hours: 8:30 a.m. to 2:30 p.m.

Inmates housed in the JDKMH, meeting the following

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criteria, will be allowed visits while housed at CSP-Corcoran:

1. Long-term inmates (more than 30 days and identified as long-term by the attending physician)
2. Inmates, which the attending physician has diagnosed as terminal and the Chief Medical Executive (CME) has approved to receive a visit.

Inmates placed in the JDKMH from other institutions for more than 10 days will appear before the Institutional Classification Committee (ICC) for Initial Review and Visiting/Yard review. The JDKMH Correctional Counselor I will schedule ICC.

Long-term ambulatory and terminally ill/ambulatory inmates housed in the JDKMH will be allowed visits in the appropriate visiting rooms based on their custody levels, as follows:

Level I Inmates	III-A Visiting Room (As Non-Contact)
Level II Inmates	III-A Visiting Room (As Non-Contact)
Level III Inmates	III-A, III-B or III-C Visiting Room (CCII to designate)
Level IV Inmates	III-A, III-B or III-C Visiting Room (CCII to designate)
SHU Inmates	IV-B Visiting Room
AD-Seg Inmates	IV-B Visiting Room
PHU Inmates	IV-A Visiting Room

Note: All inmates of Sensitive Needs Yard (SNY) will only be cleared for 3B, 3C. General Population (G.P.) inmates will only be cleared for 3A.

Transportation for long-term terminally ill/ambulatory patients to the visiting rooms will be provided by the Watch Office Search & Escort Officer. The Watch Office Search & Escort Officer will provide transportation for visitors to the hospital.

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JDKMH visits are by appointment only. Appointments must be set-up at least two weeks in advance and are limited to three persons only. Appointments can be made by calling the Hospital Social Worker at (559) 992-8800, extension 7974, between 8:00 a.m. to 5:00 p.m., Monday through Thursday. Hospital visits are for family members 18 years of age or older (two-hour minimum as space permits).

Hospital visits will be conducted in a designated area or at the bedside as determined by the attending physician.

In the event the inmate/patient is terminal, and the Medical Officer of the Day (MOD), or CME has determined the inmate needs an immediate bedside hospital visit due to his deteriorating condition, a visit will be authorized by the Custody Captain or in his/her absence, the on-duty Watch Commander.

Visiting appointments will be scheduled when it is anticipated the patient will not be undergoing medical procedures. Inmate/patients who have a contagious disease will be denied visits if they are hospitalized in isolation where the attending physician deems it inappropriate for them to have visits due to their illness. Any exception must be pre-approved by the CME, on a case-by-case basis.

Outside Hospital Visits

In the event the inmate/patient is terminal, and the MOD or CME has determined the inmate needs an immediate bedside visit due to his deteriorating condition, a visit will be authorized by the Warden or designee.

**54020.29.1
SUSPENSION OR EXCLUSION OF
VISITORS FROM THE VISITING
PROGRAM**

For serious or repeated violations of the rules, regulations, or procedures and/or upon belief of the visitor's involvement in a criminal act and pending the outcome of an investigation, the Visiting Lieutenant may impose a suspension of the visitor's access to the visiting program for up to six months in accordance with CCR Subsection 3176.1(c). If the Visiting Lieutenant is unavailable, the on-duty Watch Commander may impose the suspension. The authority to impose suspensions will not be delegated below the rank of Lieutenant.

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When verbal warning and/or restrictions fail to achieve compliance, or fail to correct the conduct by a visitor, the visit shall be terminated for the day.

The warning, visit termination, suspension, and revocation information recorded on Form 887-A shall clearly state the reason for the action and length of time and sanction or action taken will apply. The notification content of the form shall include the signature of the official taking the action and advise the visitor of the right to appeal in accordance with CCR Section 3179. All efforts shall be made to provide the original notification to the visitor at the time of the action. If the visitor cannot be notified immediately, the notice of action shall be mailed to the visitor's last known address within five working days of the action. Copies shall be placed in the inmate's central and visiting files and forwarded to the Warden's Office.

54020.30
DENIAL OR TERMINATION OF
VISITS DUE TO OVERCROWDING

Visits may be terminated when either the maximum capacity of the visiting area has been reached or to allow others to visit. It may be necessary to terminate the visits of those persons who have been visiting for the longest period of time. Exceptions shall include, but are not limited to the following:

- (A) **Excessive Distance:** The visitor has traveled a distance of 250 miles or more, and has not visited within the last 30 days. This exception applies to two consecutive days of visiting.
- (B) **Weddings:** When an inmate and the visitor's marriage ceremony occurred on that day.
- (C) **Disabled:** A disabled visitor who must rely on special transportation to the institution/facility.
- (D) **Family Emergencies:** When death, serious illness or injury occurs to an inmate's immediate family. Clergy or approved visitors may visit the inmate to offer condolences or inform the inmate of the occurrence.
- (E) **Infrequent Visits:** When the visitor has not visited

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the inmate in the last six months.

When the overcrowding situation persists, visits of those remaining will be terminated as necessary.

In the event all tables are being used during a visit, and Fire Marshal occupancy has not been exceeded, inmates and visitors shall be offered the opportunity to voluntarily double-up at tables. Visiting officers will make every attempt to find compatible inmates to double-up. The inmate at the existing table must be in agreement to double-up. If for any reason he is not willing to double-up, staff will attempt to find another table. Inmates will not be forced to double-up. In addition visitors with minor children and/or more than one adult visitor will not be allowed to double-up.

When an inmate and his visitor(s) have been terminated due to overcrowding, they may be given a reasonable amount of time to conclude their visit. A reasonable amount of time should not exceed 20 minutes.

The visiting supervisors may order the patio areas closed to the inmates and their visitors during periods of inclement weather and security needs. Patios shall be closed when the institution is on fog conditions.

Close custody visits shall not be terminated once the close custody count is called. Close custody inmate visits may be terminated once the close custody count clears. Level I visits shall not be terminated once the Level I count is called. Level I visits may be terminated when the Level I count clears.

The 250 miles driving distance from CSP-Corcoran is bordered by:

- The city of San Rafael on Highway 101
- The city of Fairfield on Interstate 80
- The city of Rio Linda on Interstate 5
- McClellan Air Force Base on Interstate 80
- The city of El Dorado on Interstate 50
- All points east of the Western Divide (the Sierra

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Nevada Range)

- Points northeast of the town of Lone Pine on Highway 395
- The town of Baker on Interstate 15
- The town of Ludlow on Interstate 40
- The city of Beaumont on Interstate 10
- The city of Romoland on Interstate 215
- Lake Elsinore on Interstate 15
- USMC, Camp Pendleton, on Interstate 5

In the event a visiting room reaches capacity, space will be made, according to DOM Section 54020.21 or terminations will occur according to DOM Supplement 54020.30.

In the event a visitor does not make their scheduled appointment time, the Visiting supervisor will make an effort to accommodate the visit based upon available space in the respective visiting room.

54020.32
ATTORNEY VISITATIONS
AND CONSULTATIONS

The Litigation's office will coordinate all attorney clearances and scheduling. The scheduling will be provided to the visiting office two days prior to the visit. The Litigation's Office will notify the visiting office when immediate attorney access is necessary, so the proper arrangements can be coordinated.

A list of approved attorney representatives/litigation support will be maintained at the general population entrance building, Visiting Lieutenant's office and the Litigation's office.

Inmate patients may be housed in a Mental Health Crisis Bed, or other medical setting such as Correctional Treatment Center or Outpatient Housing Unit, for the purpose of mental health treatment. Attorneys shall have access to visit these individuals in order to provide adequate due process related to parole proceedings.

54020.32.1
CLEARANCE AND APPROVAL
FOR ATTORNEY VISIT

When an individual refuses escort to a confidential setting or there has been documentation that he has been assaultive within the last 24 hours, the attorney shall be allowed contact at the cell-front. When the individual is in clinical restraint,

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the attorney shall be allowed contact from outside the cell door with the cell door open.

When a clinician determines that an attorney visit could be detrimental to the inmate-patient, a mental health clinician who is a supervisor or manager shall be notified to review the documentation of the concern. Progress toward resolving the concern shall be documented in the Unit Health Record at least every 24 hours.

When an attorney declines to postpone the visit, the visit shall be allowed and clinical contact shall be scheduled immediately following the attorney visit to determine whether modification of the treatment plan is necessary to ensure the safety of the inmate.

54020.33.14
PROCESSING OF VISITORS
FOR FAMILY VISITING

Family Visiting (Overnight)

Eligible inmates may apply for family visits. These visits are in an apartment-type setting and are for up to 43 hours in duration. Family visits involve only the inmate's approved immediate family members. The visitor purchases food from Walkenhorsts via online services at the following website: www.walkenhorsts.com.

Inmates and their spouses must have a certified copy of the marriage certificate prior to having a family visit. Inmates may apply for a family visit when their marriage has been approved. However, the family visit will not take place until the marriage certificate has been certified and returned from the court.

The Family Visiting Officer shall escort the visitors and their property, by foot, to their respective family visiting units. The Family Visiting Officer shall inventory all cooking pots, pans and utensils prior to the visit. At the end of the visit the Family Visiting Officer shall collect all pots, pans and utensils, complete an inventory and deliver them to the snack bar kitchen for sanitation. The clean pots, pans and utensils will be transported from the snack bar to family visiting in food safe bins where they will be inventoried prior to the next visit. Any discrepancy with the inventory will be forwarded to the Visiting Sergeant for immediate action.

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Once an inmate has applied for Family Visiting and has been approved, he will be allowed to continue applying for Family Visiting every ninety (90) days. If the inmate is successful in receiving a Family Visiting date, the inmate will be sent an Inmate Confirmation letter and a Visitor Confirmation Letter. The inmate will be responsible for mailing the visitor their confirmation letter. The inmate will complete the confirmation letter and be required to mail it directly to the Family Visiting Coordinator. The visitor will be required to complete their confirmation letter and mail it directly to the Family Visiting Coordinator. If either the inmate fail to return their confirmation letter, their Family Visit will be cancelled and the inmate will be required to re-apply for a Family Visit. The visitor will be required to arrive at the institution between the hours of 0800 and 1100. If the visitor fails to notify the Family Visiting Coordinator of them not participating in the Family Visit or that they will be arriving late (after 1100 hours), their family Visit will be cancelled and they may be suspended from the Family Visiting Program for six (6) months.

54020.33.20
RESTROOM SAFETY AND
CLEANLINESS INSPECTIONS

This procedure defines staff responsibilities and provides the criteria for restroom safety and cleanliness inspections. This is necessary to ensure proper sanitation and a healthy, safe environment for visitors and staff.

In accordance with state and local ordinances, public restrooms shall be made available to the visiting public, and maintained in a clean and safe manner. In keeping with these requirements, a visiting restroom inspection sheet, shall be kept in each restroom available to the visiting public.

In order to provide proof of practice in maintaining clean, safe public restrooms, the visiting restroom inspection sheet shall be posted within each visiting restroom. This form shall be completed each day the restroom is open to the visiting public.

The Visiting Supervisor shall review the visiting restroom inspection sheet, and affix his/her signature to the completed form. This form is to be archived and maintained on-site for

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the duration of 12 calendar months.

During the hours that visiting is open to the public, custody staff assigned to visiting shall conduct hourly inspections of the visiting restrooms, and complete the visiting restroom inspection sheet accordingly.

54020.33.21
SCHEDULING VISITING
APPOINTMENTS FOR GENERAL
POPULATION AND SECURITY
HOUSING UNITS (SHU)

General population inmates on non-contact or orientation status will visit in their designated non-contact booths in their prospective visiting rooms on an appointment basis and as space is available. Non-contact booths are not available on Level I. Therefore, Level I Facility inmates on orientation status may not have visits within Level I. General Population inmates on normal visiting status do not require appointments. General Population inmates on normal visiting status do not require appointments.

General Population non-contact visits are by appointment only, as follows:

By calling (559) 992-9444, on Wednesdays or Fridays between 10:00 a.m. and 2:00 p.m. excluding scheduled visiting holidays. In addition, appointments can be made in person while processing into any regular scheduled visit. Visitors will be allowed to schedule only two appointments per request.

Upon their arrival to the Visitor Processing Center, visitors will be processed into the visiting rooms by their scheduled appointment.

In the event a visiting room reaches capacity, space will be made, according to DOM section 54020.21 or terminations will occur according to DOM supplement 54020.30.

In the event a visitor does not make their scheduled appointment time, the Visiting supervisor will make an effort to accommodate the visit based upon available space in the respective visiting room.

CALIFORNIA STATE PRISON - CORCORAN SUPPLEMENT	Chapter: 5 Custody and Security Operations
	Article: 42 Visiting
	Section: 54020 Visiting


DAVE DAVEY

Warden (A)

California State Prison-Corcoran