

CHAPTER 50000 – ADULT CUSTODY/SECURITY OPERATIONS

ARTICLE 54020 – VISITING

RESPONSIBILITY FOR REVIEW: Associate Warden
Custody Operations

REVIEWED ANNUALLY: June
DATE OF REVIEW: June 2014

SUPPLEMENTAL NUMBER AND TITLE:
54020 Visiting

APPROVAL AND REVIEW

This procedure and any modification or inclusion must have the approval of the Warden. This procedure shall be reviewed annually during the month of June by the Associate Warden Custody Operations (AWCO) and be submitted to the Warden through the chain of command for approval.

RESPONSIBILITY

The Warden and Chief Deputy Warden are ultimately responsible for the implementation of this procedure. The procedure delegates responsibility to the AWCO, Custody Captain, Administrative Officer of the Day, Visiting Lieutenant, and Visiting Sergeant to effect day-to-day operation of this plan.

VISITOR PROCESSING APPOINTMENT SCHEDULING SYSTEM

The Visitor Processing Appointment Scheduling System (VPASS) is the latest application for the California Department of Corrections and Rehabilitation (CDCR). This online application is offered as a service to expedite the visitation process. It is also a tool for CDCR institution staff to manage visitation effectively every week. VPASS attempts to alleviate many lengthy visiting wait time issues that are being seen around the state while providing the flexibility for each institution to set up the system to meet their visiting needs.

VPASS provides the public an opportunity to schedule an appointment to be processed for visiting. The use of VPASS shall help alleviate the accumulation of visitors that report to many different institutions first thing in the morning. Instead, all visitors can make appointments throughout the week, which will ensure a more streamlined process. This will help reduce wait time; therefore, improve the quality of the visit. The system will also allow the visitors to receive information about any changes to the visitation at their institution either via email or on the system home page.

VPASS begins accepting appointments every Monday at 0700 hours for the visiting weekend. The Visiting Sergeant shall close out VPASS for inmate visitors by 0700 hours on Saturday for Saturday visits and by 0700 hours on Sunday for Sunday visitation. Visitor appointments shall be given priority processing during the designated time frame noted on the confirmation receipt or the Strategic Offender Management System (SOMS). Visitors who scheduled an appointment, but did not make the appointment time frame will not have priority processing rights. Visitors will still be allowed to visit, but shall wait in line with stand by visitations.

VISITING DAYS AND HOURS

Visiting days and hours are Saturday, Sunday, and designated holidays between 0715 hours to 1415 hours.

Designated holidays are New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day.

Main Visiting

The Main Visiting area accommodates up to 100 inmates and their perspective visitors at one time.

The visiting schedule for Facilities A, B, and C (General Population [GP] Visiting) are on a four-way visiting rotation plan based on the last two digits of the inmate's CDCR number (i.e., numbers 00-24 visit the first

Saturday, 25-49 visit the first Sunday, 50-74 visit the second Saturday, 75-99 visit the second Sunday, 25-49 visit the third Saturday, 00-24 visit the third Sunday, 75-99 visit the fourth Saturday, 50-74 visit the fourth Sunday, 00-24 visit the fifth Saturday, 25-49 visit the fifth Sunday, etc.). Inmates are scheduled to visit every other week alternating Saturdays and Sundays.

Facility D Visiting

The Facility D Visiting area accommodates up to 49 inmates and their perspective visitors at one time.

The visiting schedule for Facility D (Sensitive Needs Yard [SNY] Visiting) is on a two-way visiting rotation plan based on the last two digits of the inmate's identification number (i.e., numbers 00-49 visit the first Saturday, 50-99 visit the first Sunday, 50-99 visit the second Saturday, 00-49 visit the second Sunday, 00-49 visit the third Saturday, 50-99 visit the third Sunday, etc.). Inmates are scheduled to visit every week alternating Saturdays and Sundays.

Designated holiday visiting schedule shall be open to all eligible inmates and visitors. During designated holiday visiting days, Visiting supervisors may conduct a two session visiting day to allow a maximum number of visitors the opportunity to participate in the Holiday Visiting program.

To ensure time to locate and process inmates for visiting, it is recommended their visitor be processed in no later than 75 minutes prior to the termination of the day's visiting hours.

Limitations shall not be placed on the number of visitors approved to visit an inmate; however, no more than five visitors per inmate, including children, shall be allowed to visit at one time during contact visits.

INCLEMENT WEATHER VISITING PROCEDURES

During inclement weather conditions, the California Rehabilitation Center (CRC) Visiting program shall be modified to ensure the safety and security of visitors, inmates, and staff. Alarm tests shall be conducted prior to the beginning of the visiting program. In the event the alarm test is negative, Central Control shall be notified and Visiting staff shall utilize the institutional radio as their primary means to announce an active alarm. The respective facilities shall ensure all inmates participating in the visiting program shall be under escort and direct supervision to and from the Visiting Room. The visitors and inmates shall be assigned to the inside Visiting Room during inclement weather conditions. When the inside Visiting Room is full, the Visiting Lieutenant or Sergeant shall ascertain if it is safe to place visitors and inmates on the outside patio area under direct supervision of the Visiting Patio Officer. In the event an institutional count is required, all inmate movement to and from the Visiting Rooms shall cease and inmates already in the visiting areas shall be out counted.

Note: During inclement weather procedures, controlled inmate movement may increase the wait times in the Visiting Room.

Any deviation from the aforementioned procedure shall require approval from the Warden or designee.

PROCESSING VISITORS

Visiting Processing Times

The processing of visitors begins at approximately 0715 hours. Typical wait times for processing are not excessive; however, on occasion, there may be a waiting period, depending on the number of visitors, the time of day, and conditions of processing. Visitors with an appointment obtained via VPASS shall be processed by their appointment time. Visitors without an appointment are considered stand by and are processed as openings occur due to appointment vacancies and cancellations. Processing of visitors shall continue until approximately 1300 hours. All visitors shall be processed out by approximately 1415 hours. Visitors may depart at any time but may need to be under escort.

General Population Visiting

Visitors without appointments shall receive and fill out a numbered CDCR 1000 Visitor Pass. Visitors shall form a line by pass number and their pass and property shall be inspected. The visitor shall wait in line to enter the institution at the Visitor Processing Center. In the Visitor Processing Center, passes shall be processed in order via SOMS, checking for information such as approval, inmate work schedule, and restrictions. The visitor must be able to clear the metal detector prior to entering the institution.

The visitor shall proceed to the Visiting Room and give the pass and their identification to the Visiting Podium Officer who shall then assign the visitor a seat. The visitor may be seated indoors or outdoors, seating assignments shall be at the discretion of the Visiting Podium Officer in an effort to maximize occupancy of the Visiting Room and patio area. The Visiting Podium Officer shall monitor table availability with the assistance of SOMS. The Visiting Podium Officer is responsible for coordinating the processing visitors out of the visiting area at the conclusion of the visit and shall note the end of the visit in SOMS. The GP Visiting Room and patio have approximately 100 tables which accommodate one inmate per table, 100 inmates maximum per session.

The pass shall then be separated with one filed at the podium with the visitor's identification and the other sent to the Inmate Process Room, where it shall be used to notify the inmate of the visit. The visitor shall then wait for the inmate. Upon the inmate's arrival, the inmate processing room officer shall enter the start of the visit using SOMS.

The in and out processing of visitors is structured for one-way traffic only to ensure the safety and security of the institution as a preventative measure to deter an inmate escape. Any exceptions shall be under Visiting staff escort.

Sensitive Needs Yard Visiting

Visitors without appointments shall proceed directly into the Pedestrian Gate and fill out a CDCR 1000. Visitors shall be called in order and their pass, property, and shoes shall be inspected and processed the same as above via SOMS. The visitor must pass through and clear the metal detector prior to proceeding to the SNY Visiting Room where they shall be assigned a seat. The visitor may be seated indoors or outdoors, seating assignments shall be at the discretion of the Visiting Desk Officer in an effort to maximize occupancy of the Visiting Room and patio area.

VISITOR BASIC DRESS STANDARDS

The dress code at CRC requires conservative judgment in choosing appropriate attire in order to enter the institution for the purpose of visiting. All visitors must be dressed in an acceptable manner, must be fully clothed, including undergarments, and buttons and zippers shall remain fastened. All clothing must fit appropriately. Extremely tight clothing is unacceptable.

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

- Clothing, which in any combination of shades or types of material, resembles state issued inmate clothing (e.g., blue denim or chambray shirt, blue denim pants, light blue jumpsuit, orange fire crew jumpsuit).
- Law enforcement, military-type, or camouflage-patterned articles of clothing including rain gear (e.g., forest green pants, forest green jackets, or tan shirts) when not legitimately worn by an individual on active duty or in an official capacity.
- Exposes the breast/chest area, genitals, or buttocks.
- By design, manner worn, or due to the absence of, allows the anatomical detail of body parts or midriff to be clearly viewed.
- Are sheer, transparent, or excessively tight.
- Attire or accessories displaying obscene/offensive language, drawings, or objects.
- Head coverings, readily removable hair pieces, or gloves, with the exception of clear see-through rain gear for inclement weather.
- Any other clothing, garment, or accessory that when compared to the expressly specified standards above would warrant disapproval.

INCLEMENT WEATHER GEAR

During inclement weather as determined by the on-duty Watch Commander or Visiting Lieutenant, visitors may bring a clear see-through rain coat or poncho.

PROCESSING OF INMATES

Before allowing inmates into the visiting area, staff shall verify the inmate's identity. Prior to entering the Visiting Room, all inmates shall be subject to a clothed body search. At the conclusion of their visit, all inmates shall have an unclothed body search performed prior to leaving the visiting area.

INMATE USE OF RESTROOM

All inmates shall obtain permission from staff prior to entering the inmate restrooms in the Visiting Room. Staff shall monitor the inmate restrooms while they are in use. Inmates are prohibited from using the visitor restrooms.

INMATE VISITING DRESS STANDARDS

Inmates shall only wear state issued clothing and shoes at the time of their visit. The clothing must be stenciled with "CDCR," this applies to pants, shirts, and jackets. Exceptions to the approved inmate attire shall be based on medical necessity and authorized by the Health Care Manager or treating physician.

NON-CONTACT VISITING

All non-contact visits are based on the inmate's scheduled visiting day. All non-contact visits shall be subject to non-contact visiting booth availability. Any inmate assigned to non-contact visiting shall receive no more than three visitors (minors included) at one time.

VISITING CONDUCT

Each inmate and visitor is responsible for their conduct during visits in accordance with departmental policies and procedures. In addition, CRC requires all inmates sit facing the podium or officer station during visiting.

TERMINATION OF VISITS DUE TO OVERCROWDING

CRC may terminate visits when the visiting areas are in use to maximum capacity and there are other approved visitors waiting to visit. Termination of visits due to overcrowding shall be based on the recorded order of arrival time of the inmate (first in/first out). Exception to this termination procedure shall be in accordance with departmental policies and procedures.

ATTORNEY VISITING HOURS

Any attorney, attorney representative, social worker, or detective wishing to visit an inmate shall schedule an appointment by calling or writing to the CRC Visiting Department. These visits shall be scheduled during normal business hours (Monday, Tuesday, and Friday between 0800 hours and 1300 hours). The Board of Parole Hearings assigned attorneys must contact the Classification and Parole Representative for Parole Extension/Revocation and Life Prisoner Hearing attorney visits. Attorneys requesting to conduct depositions shall be referred to the institutional Litigation Coordinator.

INMATE APPLICATION FOR FAMILY VISITING

An inmate who participated in the Family Visiting Program (FVP) at another institution must reapply at CRC with their assigned Correctional Counselor I (CCI). The CCI shall complete a CDCR 128B Informational Chrono approving the inmate to participate in the FVP. The original CDCR 128B shall be placed in the inmate's Central File and a copy shall be kept in the Family Visiting (FV) File. The original FV application shall be placed in the FV file.

VISITING STATUS CHANGE

Inmates must be disciplinary free for a period of 90 days before their FV applications will be processed. Inmates who have a FV date and receive a CDC 115 Serious or Administrative Rule Violation Report (RVR), or are found guilty of a Serious or Administrative RVR, shall have their FV date revoked. The Family Visiting Coordinator shall notify the inmate of any status change in writing. It is the responsibility of all inmates to notify their perspective visitor of any changes to a scheduled family visit. In the event of an emergency, the Family Visiting Coordinator shall make a reasonable attempt to inform a perspective visitor of any changes to a scheduled family visit.

PROCESSING INMATES FOR FAMILY VISITING

Inmates are only authorized to bring the following items:

- Identification card
- Two sets of underclothing, consisting of two t-shirts, two pairs of socks, and two boxers.
- Toiletries must be clear in nature and easy to inspect, except comb/brush, toothbrush, and disposable razor. Toiletries not clear/see-through or cannot be easily inspected shall not be allowed back to the facility once the visit is terminated.
- Wedding ring and religious medal.
- Sleeping apparel (shorts or sweat pants) and shower shoes.
- State issued jacket (winter only).
- Keep-on-Person medication required amount only.

PROCESSING VISITORS FOR FAMILY VISITING

All visitors are required to have a valid form of identification as described in Department Operations Manual Section 54020.20 to be processed into the FV units. Families with minor children shall provide a certified record of birth (official birth certificate, or county embossed abstract of birth).

The FV Officer shall process visitors into and out of the FV units based on the following schedule:

- Processed in on Thursday at 1100 hours, processed out on Saturday at 0800 hours.
- Processed in on Saturday at 1100 hours, processed out on Monday at 0800 hours.

AUTHORIZED PROPERTY FOR FAMILY VISITING

The clothing visitors are allowed to wear in and out of the institution while participating in the FVP shall follow the same guidelines as regular visiting. Visitors are allowed to bring the following items:

- One bag, cloth or plastic, is permitted per visitor.
- No suitcases.
- Two sets of clothing.
- Linen (non-quilted and easy to inspect).
- One additional pair of shoes/slippers.
- Visitors are strictly prohibited from bringing in any clothing or cosmetics for the inmates.
- Some non-allowable items are hair dryers, talcum powder, electrical shavers, etc.

FOOD FOR FAMILY VISITING

Inmates requesting a FV are required to submit a FV Food Menu and a CDCR 193 Inmate Trust Withdrawal. The funds must be available prior to scheduling a FV date.

If the funds are in the form of a check, money order, or cashier's check, a 30-day hold shall be placed on the funds. If the funds are not received in the Accounting Office at least 35 days prior to the scheduled FV date, the FV date shall be cancelled and another date may be rescheduled in the future. There are no holds on certified checks.

FAMILY VISITOR MEDICATION

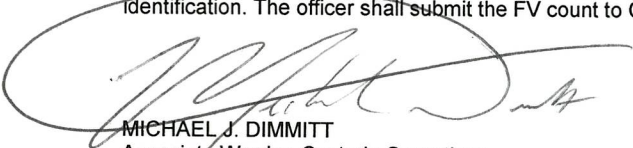
Occasionally, a visitor in FV may be under a physician's care requiring prescription medication. In all such instances, the institution must be informed in advance of the visit and the type of medication prescribed.

The medication shall be secured in the FV Office in a locked refrigerator. The FV Officer shall provide the proper dose of medication to the visitor when necessary. The medication must be consumed by the visitor in the officer's presence. During non-business hours, the Facility D Search and Escort (S&E) Officer shall provide the medication to the visitor in absence of the Family Visiting Officer.

FAMILY VISITING COUNT PROCEDURES

Participants in the FVP shall be counted five times daily. Scheduled count times are 0030 hours, 0230 hours, 0430 hours, 1645 hours and 2130 hours. It is the inmate's responsibility to be at the prescribed place at the indicated times for count.

The Facility D S&E Officer shall be responsible for counting the inmates in the FV Units. They shall count each inmate ten minutes prior to the scheduled count time, positively identifying each inmate. Inmates shall retain their identification cards in their possession to facilitate identification. The officer shall submit the FV count to Control via SOMS.


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