

California Department of Corrections and Rehabilitation
CORRECTIONAL TRAINING FACILITY (CTF)

DOM SUPPLEMENT # 019
INMATE VISITING
DOM, Chapter 5, Article 42

POLICY

The Visiting Policy is posted on the bulletin board located on the outside wall of the Entrance Building inside the tent for review. Visitors can receive copies of the local procedure from the Entrance Building staff upon request.

APPROVAL AND REVIEW

This procedure will be reviewed annually by the Associate Warden of Operations in the month of January; upon completion of the review, the procedure will be submitted to the Warden for final approval.

POLICY

VISITORS PROCESSING WAIT TIME / VISITORS FROM OUT OF STATE

The Correctional Staff assigned to Correctional Training Facility (CTF) Visiting will make every effort to process visitors as efficiently as possible every thirty (30) minutes, including late appointments and out of state approval visitors. The scheduled appointment time initiates the visitors processing and should not be confused with the actual start time of the visit. Arrival times to the visiting rooms will vary due to unforeseen circumstances and institutional layouts.

Visitors whom reside out of the State of California, and more than two hundred fifty (250) miles from the institution may schedule a visiting appointment by contacting the Administrative Assistant / Public Information Officer (AA/PIO). These appointments shall be made not less than thirty (30) calendar days from the intended visiting date and the visitor may not have visited within the last six (6) months. Requests may be made directly to the AA/PIO and/or by written request. All written requests shall be post marked no later than thirty (30) calendar days from the date of the requested visit.

The out of state visitor must meet all requirements set forth in California Code of Regulations, Title 15, Section 3172.1 Approval/Disapproval of Prospective Visitors and will be allowed to visit for one (1) visiting day without being terminated due to overcrowding.

This directive does not preclude the out of state visitor from walk ups or utilizing the Visitor Processing Appointment Scheduling System for the other visiting day.

SCHEDULED VISITING

Visiting Processing Appointments Scheduling System (VPASS) appointments are available. Visiting appointments are available on Monday at 12:01 AM. For all facilities you may schedule an appointment three (3) weeks in advance (contact visits only).

Visitor may schedule appointment via the Visitor Processing Appointment Scheduling System (VPASS) at the link below.

<http://www.cdcr.ca.gov/Visitors/index.html>.

OR

Visitors may schedule appointments over the telephone by dialing (831) 678-5894 during the following times:

Monday

FACILITIES A, B and D ONLY (Visitors can begin scheduling for the weekend, three (3) weeks ahead during 10AM-1PM.)

Tuesday

FACILITY C ONLY (Visitors can begin scheduling for the weekend, three (3) weeks ahead during 10AM-1PM.)

Wednesday, Thursday and Friday

ALL FACILITIES (6PM-8PM).

Telephone appointment requests can only be made by speaking with a staff member. Requests left via voicemail will not be processed.

OR

Visitors may request scheduled appointments via e-mail at ctfvisiting@cdcr.ca.gov. Once the request is processed staff will e-mail the visitor a confirmation. The request must include the names of the visitors, inmates name, number, and housing, date and time of the request. If the requested time is not available, visits will be scheduled for the next available time slot.

Scheduled appointments for inmates housed in the Administrative Segregation Unit (ASU) will be in one (1) hour increments on Saturdays and Sundays only.

VISITING DAYS AND HOURS

CTF shall establish a schedule that provides a minimum of twelve (12) visiting hours per week. The CTF Visiting Information can be found at:



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<http://www.cdcr.ca.gov/Visitors/index.html>.

OR

Visitors may call (831) 678-5894, to reach visiting staff for information.

FACILITY A, B, C AND D

Visitation will be offered on a weekly rotational schedule for Facilities A/B.

Visitors will be permitted to visit on Saturday and Sunday from 0830 – 1500 Hours (Note: Visiting hours are in alignment with appointments. Visitors should allow a minimum of one-half hour for visitor processing.)

Visitors will be permitted to park in the visitor's parking lot no earlier than 0730 hours. Visitors who do not have a pre-scheduled appointment will walk to the Front Entrance (Visiting Processing Area) no earlier than 1130 hours to receive their visiting passes and wait in line for the next available opportunity. Visitors who have a pre-scheduled appointment will be given priority based on their appointment time.

Regular visitor processing will cease one (1) hour prior to the end of visiting for that day. Visitors arriving after that time will be turned away.

Non Contact Visiting

Non Contact, Restricted to Quarters (RTQ) and Non-Classified;

Saturday and Sunday: 0830–1500 hours in the Facility C Visiting Room

Administrative Segregation (AS)

0830-1300 hours Processing of visitors for non-contact ASU inmates will end at 1230 hours.

HOLIDAYS

Holiday visiting is scheduled from 0830 to 1500 hours for the following holidays:

- New Year's Day
- Thanksgiving Day
- Christmas Day

During recognized holidays, Facilities A&B will have visiting for both A and B yards.

OUT-PATIENT HOUSING UNIT (INFIRMARY) & COMMUNITY HOSPITALS

There are no visits allowed outside the Visiting Room with the exception of the Out-Patient Housing Unit (OHU) and Community Hospitals. The Warden, Custody Operations Captain or Administrative Officer of the Day (AOD) with a recommendation from the Chief Medical Officer/Primary Care Provider has the authority to approve or deny visiting for inmates housed in the OHU or community hospital. This type of visiting shall be restricted to an inmate's immediate family members. Custody staff shall conduct visiting supervision. Visiting with minors shall comply with CCR Regulations and DOM policy.

Conditions for Visiting in a Community Hospital:

- The Warden/designee approves visiting in the community hospital in accordance with the hospital administrator or attending physician's restrictions.
- The visitor must be an immediate family member as defined in CCR §3000.
- The visitor must have prior approval by the Warden or his/her designee, or AOD to visit in the institution.
- Visitors in a community hospital shall adhere to the institution's rules and the hospitals rules and regulations.

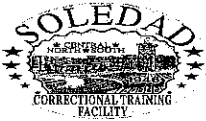
PROCESSING VISITORS

An announcement will be made by staff at the beginning of each pre-scheduled appointment block.

Proof of Identification

All Adult visitors shall present proof of identity before being permitted to visit. The following shall be acceptable forms of identification for visitors:

- Valid Driver's License with picture (not laminated)
- Valid Department of Motor Vehicles Identification Card with picture
- Valid government-issued passport with picture
- Valid Armed Forces Identification Card with picture
- Identification cards issued by the United States Department of Justice or United States Immigration and Naturalization Service
- Picture identification Matricula Consular De Alta Seguridad (MCAS) issued by the Mexican Consulate (can not be used for visiting applications)



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Visitors "Under" Eighteen Years of Age

A certified original record of birth (official birth certificate or county embossed abstract of birth) shall be presented for each minor at every visit.

Minors are only allowed to visit when an approved adult, such as a parent or a court appointed legal guardian accompanies them to visit, or they have a written, notarized permission to visit from the child's parent or legal guardian accompanied by a certified birth certificate or embossed abstract of birth.

Notarized letters must have the notary stamp on the original document. The document must not be stapled or attached as an amendment and must be updated each calendar year. These documents are required from the person legally responsible for the minor and shall be presented each time a minor visits.

Emancipated minors must provide a certified copy of the court order of emancipation prior to the initial visit. Verification of the order shall be noted in the Strategic Offenders Management System.

Visitor Processing

Upon verification of identification, Entrance Building Staff shall complete the following process and admit an inmate's visitor(s):

- Log the visit into the CDCR visiting computer indicating the date the visit took place.
- Limitations shall not be placed on the number of visitors approved to visit an inmate, however there should be no more than five (5) approved visitors, including minors, per inmate per contact visit and no more than three (3) approved visitors per ASU visit, including minors.
- Stamp the right wrist of all visitors age seven (7) and older with fluorescent ink, prior to their entrance into the facility or institution.
- Instruct the visitor to empty all pockets, remove all metal prior to passing through the metal detector.
- All authorized items brought in by the visitor will be searched.
- At the direction of staff, the visitor will be instructed to walk through the metal detector or other means of inspection to ensure contraband does not enter the institution. If a visitor cannot successfully pass through the metal detector, they are subject to delay, additional searches, or denial of visit.
- At no time will staff retain visitor money or unauthorized visitor items at the entrance

processing area. Visitors will be directed to take the items back to their vehicle.

- Staff is not responsible for lost or stolen items.

VISITOR PARKING

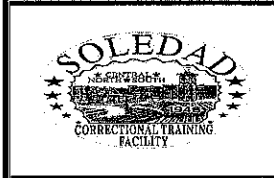
Visitors must park in the designated Visitors Parking Area. This area is located across from the Friends Outside building. Handicap parking is available with a Valid State Disabled Parking Placard (Issued from Department of Motor Vehicles) near the Facility C Entrance Building. For Facility D, Visitor Parking is adjacent to the staff parking lot. Handicap parking is available near the Facility D Entrance Building.

The visitor will proceed to the Visitor Processing Area. Loitering is prohibited in the parking lot. The Friends Outside building provide the ONLY authorized visitor waiting area. Visitors shall not park in Staff Parking areas.

SEARCHES AND INSPECTIONS

Any person coming onto the property of the institution/facility shall be subject to inspection as necessary to ensure security. Visitors shall be required to submit to contraband and/or metal detection device(s) and a thorough search of all personal items, including inspection of a wheelchair, implants prosthesis or assistive device(s) and must successfully pass through the metal detector unless a documented medical condition or disability exist that would preclude the visitor from passing through the metal detector prior to being allowed to visit with an inmate. If the metal detector is non-functioning a hand-held wand type of metal detector may be used. Processing may require the removal of shoes, jackets, sweaters, suspenders, belts, piercing, jewelry, or other accessories for closer inspection or separate processing.

Additional screening will occur when an individual sets off the alarm of the metal detector, an individual is selected for additional screening based on probable cause, or an individual has provided documentation to substantiate a condition that precludes successful screening by metal detector. If additional screening is needed this may include a hand-held wand inspection in conjunction with a clothed body search of the visitor's body (including the torso), a clothed body search alone, or an unclothed body search prior to beginning a visit. When additional screening is required, visitors should let staff know of any personal needs or concerns they may have due to religious or cultural considerations, disability, or other medical concern. Additional searches will be conducted by



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staff of the same gender as the visitor. In emergency situations, custody staff of either sex may conduct a clothed body search. During the wand procedure the visitor shall be asked to stand with feet and legs apart and arms out to the side while the staff member passes the wand in close proximity to all areas of the visitor's body. Before the clothed or unclothed search is conducted, authorization and visitor consent shall be obtained. A Notice of Request for Search (CDC Form 888 – Attachment A) shall be completed for each person searched, including minors. Visitors shall not be forcibly searched unless institution/facility official possess a court issued warrant to conduct the search or are being detained for unlawful actions or activities in accordance with CCR section 3292.

If probable cause exists to conduct a vehicle search or an unclothed body search of a visitor, authorization and visitor consent shall be obtained by utilizing the CDCR Form 888. Prior to the search, visiting staff shall notify the Investigative Services Unit (ISU) Lieutenant or Sergeant of the pending vehicle search or unclothed body search, providing them with specifics of the situation. In addition, the Watch Commander, Operations Captain, Associate Warden of Operations shall also be notified prior to the search. If unable to notify the Watch Commander, Operations Captain and/or Associate Warden of Operations prior to the search, notification shall be made to the Chief Deputy Warden/Warden prior to conducting the search. If the vehicle search and/or unclothed body search are after business hours, or on weekends or holidays, notification to the Administrative Officer of the Day (AOD) or Warden shall be made prior to the search.

Medical Implants

Visitors with temporary or permanent medically implanted or prosthetic device(s) who cannot clear the metal detection device and/or visitors who require the use of a wheelchair or other assistive devices for mobility impairment shall present a letter of verification signed by their physician, physiatrist, prosthetist, or orthopedist. The letter must confirm the mobility impairment, and/or the nature of the medically implanted or prosthetic device and its specific location in/on the body, and the need for any assistive device. Visitors with temporary medically implanted or prosthetic device(s) shall be required to renew the verification letter every two (2) years.

Visitors with Wheel Chairs:

- The visitor will be asked to temporarily transfer from his/her personal wheelchair to an

institutional wheelchair while staff inspects the visitor's wheelchair.

- The visitor may request assistance from family members or friends to facilitate the transfer.
- Staff is not authorized to physically assist the visitor with the transfer between wheelchairs.
- A handheld metal detector shall be used to process the visitor during the transfer from his/her wheelchair to the designated chair.
- If the visitor provides no written verification and/or refuses to comply with the transfer requirement with appropriate assistance, the on-duty supervisor shall deny the visit.
- Visitors who present signed letters from a physician, which details a specific type of mobility impairment or verifies the need for using battery-powered or custom designed wheel chairs shall be exempt from the wheelchair transfer requirement. In such cases, the visitor shall permit an inspection of the personal wheelchair and allow a hand held metal detection device to be used.

If the search of any visitor's person, property or vehicle exceeds that which is normally required for all visitors; the visitor shall be informed in writing of the reason for the search and the name of the official ordering the search. Consent shall be obtained from the visitor prior to the search. Any visitor refusing to be searched will be denied to visit that day and future visits may be conditioned upon the visitors' willingness to submit to a search prior to each visit for as long as the institution/facility official have reasonable suspicion that visitors will attempt to introduce contraband or unauthorized substance into the institution/facility.

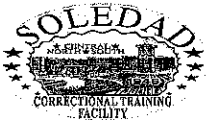
LIMITED VISIBILITY

Fog Count

During a Fog Count, visitors will be processed into the Visiting Room as normal. Inmates will be released for visiting once the institutional Fog Count has cleared.

Fog Line

When weapons are posted and Custody staff is required to provide perimeter coverage, the processing of visitors will continue. Visitors will wait in the visiting rooms; once the Fog Count has cleared, inmates shall be released for their visits. Armed Custody Staff are to use good judgment as they provide perimeter coverage while visitors are being processed into the respective visiting rooms.



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VISITOR BASIC DRESS STANDARDS

Basic Dress Standards for Visitors Over 36 Inches Tall:

- Visitors shall wear shoes or sandals. Shower shoes are not permitted.
- Visitors shall remain fully clothed at all times in the visiting room. Visitors shall be dressed in conservative attire in accordance with CCR §3174, Standard of Dress for Inmate Visitors.
- Buttons and zippers shall remain fastened.

Prohibited Visitor Clothing

The following types of clothing are prohibited for visitors over 36 inches:

- Visitors shall not wear clothing that resembles state-issued inmate clothing to visiting. This restriction applies to any combination of the colors or materials.
- Visitors shall not wear clothing that resembles CDCR uniforms in color or design. Forest green pants and/or raincoat, beige or khaki colored shirts or blouses and camouflage patterned articles of clothing regardless of color combinations is not allowed.
- Visitors shall not wear clothing that resembles law enforcement or military-type clothing, including rain gear: unless the individual is on active duty or in an official capacity.
- Sleeveless, strapless dresses or blouses that expose undergarments or midriffs are not permitted.
- No dresses, skirts, pants, and shorts exposing more than two inches above the knee, including slits when standing.
- No sheer or transparent garments.
- No brassiere with metal underwire.
- No clothing that will expose the breast/chest area, genitals or buttock.
- No clothing that by its design or by the manner in which it is worn allows for the anatomical detail of body parts to be clearly viewed (e.g. spandex, lycra or other excessively tight clothing).
- No attire displaying obscene/offensive language or drawings.
- No logos that may depict gang affiliation.
- No ponchos or wraps that conceal the visitor's arms and/or hands.
- Hats, wigs, gloves, religious veils, or hairpieces are permitted with the prior written approval of the institution head or designee and shall be inspected by visiting staff prior to the visit.

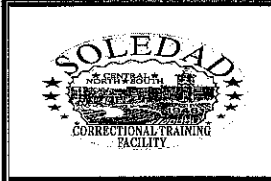
Allowable Items for Visitors inside Visiting Rooms:

- One (1) pair of eyeglasses
- Identification
- One (1) white handkerchief, no bandanas
- One (1) small, unopened pack of tissue
- One (1) transparent (clear) coin purse, maximum two compartments, maximum size or 6"x8"
- Fifty Dollars (\$50.00) per adult visitor / Twenty-five Dollars (\$25.00) per minor visitor, in coin or one dollar bills only
- One (1) comb and/or hairbrush, non-metallic, no pointed ends, and no detachable parts
- Two (2) keys on a ring with no other attachments. One (1) key may be an electronic car key
- Indian Medicine Bag, upon inspection and approval
- Visitors may bring in a separate transparent purse to bring in feminine hygiene products for personal use. This purse is to be kept at the front desk officer area of visiting
- Two (2) small, solid toys (less than 12 inches in length)
- Two (2) children's reading books (no hard covers)
- One (1) infant carrier
- Six (6) disposable diapers
- Factory sealed baby wipes
- Two (2) transparent plastic baby bottles of pre-mixed formula/milk/juice (per baby)
- One (1) transparent pacifier
- Three (3) plastic containers of factory sealed baby food and one (1) plastic baby spoon
- One (1) single layer baby blanket
- One (1) transparent diaper bag
- One (1) change of baby clothing, (for infants up to 24 months in age)
- One (1) single layer burp cloth
- Clear diaper bag contents will not be permitted in the visiting area. The bag must be left at the visiting room change area, where the contents may be used as needed.
- Ten (10) sheets of paper / documents such as legal paper or home work or crossword puzzles or coloring pages, etc.

Photographs

Ten (10) photographs are permitted per adult, which meet the following specifications:

- Maximum allowable size of eight (8) inches by ten (10) inches
- No false backs
- No instant photographs



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- No gang signs
- No nudity
- Must be conservative in nature

During Processing Visiting staff shall:

- Inspect and count the items.
- Record the number of items on the visitors. (CDCR FORM SOMS IVTT130)
- Upon conclusion of the visit, visiting staff shall again count the items verifying the amount with the number recorded.

Visitor Medication

Visitors may retain life-sustaining, condition-stabilizing medication with the prescribing physician's written statement indicating the immediate need, and 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 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. Visitors will only be allowed to bring in the exact amount of prescription medication that is needed during their visit. Nonprescription medicine is not permitted.

Non-life sustaining prescription medication shall be retained in the possession of the visiting staff. Medication shall be distributed to the visitor at prescribed times by authorized custody and/or medical staff with the exception of nitroglycerin pills and/or a medical inhaler, which visitors may retain.

All medications must be consumed in the presence of the visiting staff. Visitors requiring medical injections will be supervised by staff of the same gender.

Visitors are required to present their identification to staff prior to receiving their medication.

PROCESSING OF INMATES

- All inmates arriving for a visit will submit to a clothed body search to include removing their shoes and socks for inspection.
- All inmates will also submit to an unclothed body search as needed for security reason and at the conclusion of their visit.
- All inmates must be dressed in unaltered state issued clothing with state shoes only.

- Underwear is mandatory.
- A jacket may be worn in the visiting room. If removed, it shall be stored in the back search room.

NON CONTACT VISITING

All non contact visiting will be held in the Facility C Visiting Room regardless of the inmate's location.

Grooming Standards/Visiting Restrictions

Inmates are expected to comply with all grooming standards; inmates with hairstyles, including but not limited to braids, cornrows, ponytails, or dreadlocks, shall be required to unbraided, undo, or take down their hair, as applicable for thorough inspections, as instructed by custody staff to ensure hair is free of contraband upon conclusion of their visit.

Allowable Personal Items:

- One (1) handkerchief
- One (1) comb
- A plain wedding band
- Religious medal on a necklace
- Prescription glasses
- Approved medical assistive device
- One (1) article of approved religious headgear
- Written or printed legal material or case-related documentation pertaining to the inmate's case for an attorney visit only

FOOD IN VISITING ROOMS

When personal contact visits are permitted, an inmate and his visitor(s) may consume only those items that are purchased from the vendor or vending machines located in the visiting area. Inmates shall not retain any food from the visit.

TEMPORARY IMPOSITION OF NON-CONTACT VISITS

Inmates with pending disciplinary action related to visiting may be placed on non-contact visiting status pending adjudication of the disciplinary report. In addition an inmate on non-contact visiting status may have all visits temporarily suspended when displaying disruptive behavior during a visit.

GENERAL VISITING ROOM REGULATIONS

All inmates and their visitors shall observe the following general visiting room regulations:

- Visitors shall not wait near the back door for inmates to arrive. The back door area is to remain clear.



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- Inmates and visitors may briefly embrace and kiss at the beginning and end of their visit. Except for holding hands, no other physical contact is permitted.
- Inmates and visitors are not to sit with legs entwined.
- Inmates and visitors will keep their feet off the tables and chairs.
- Inmates will not handle money.
- Inmates may not take anything out of the visiting room that they did not bring in. With the exception of visiting photos taken in the Visiting Room.
- Minors must be under adult visitor supervision at all times.
- Inmates and visitors are not to move chairs or tables without staff permission.
- Nursing mothers shall be discreet and covered when breast-feeding their child in the visiting room. Failure to do so will result in termination of visiting for the day.
- When inmates are seated at their assigned tables they will sit facing the 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 on the tabletop.
- Inmates and visitors shall clean their respective visiting area upon conclusion of the visit.
- Inmates and visitors will conclude their visit at the assigned table.

Assigned Seating

Once each inmate's visitor(s) have been processed, they will be directed to the appropriate visiting room. Upon arrival, they will give the CDCR FORM SOMS IVTT130, Visitor Pass to the visiting room officer who will direct them to the floor / podium officer for seating assignment. Assigned seating is not negotiable, visitors and inmates may be required to share their table.

WALK-UP VISITS

Walk-up times will begin at 1100 hours. However depending on space availability should any visiting room reach max seating capacity walkups will be transported or walk to the appropriate visiting room no sooner than 1300 hours.

FACTORS USED IN DETERMINING TERMINATIONS

The following factors shall be considered in determining the order and timing of terminations:

1. Exclusions for terminations after considering shall include, but are not limited to the following:

- **EXCESSIVE DISTANCE** – When a visitor has traveled a distance of 250 miles or more and has not visited within the last thirty (30) days. This exception shall also apply when there are two (2) consecutive visiting days. (When the visitor visited on Saturday and then on Sunday, Saturday is not counted as a visit within the last thirty (30) days).
- **DISABLED VISITORS** – Visitors who are certified as defined by California Law and who must rely on special transportation to the institution.
- **WEDDINGS** – Visitors for an inmate who is being married, on the day of the marriage and wedding ceremony.
- **FAMILY EMERGENCIES** – When a death, serious illness or injury occurs in an inmate's immediate family, clergy or approved visitors may visit the inmate to offer condolences or inform the inmate about the emergency circumstances.
- **INFREQUENT VISITS** – When a visitor unexpectedly arrives and has not visited within the last six (6) months.

2. When overcrowding exists inmates and their visitors may be required to double-up with the exception of visitors with minor children. No emergency or overcrowding seating is available. Chairs or tables will not be placed in front of doors, gates or vending machines.

The CTF visiting rooms will not exceed the maximum seating capacity as follows:

- Facility C - Visiting maximum seated capacity is 192
- Facility A/B - Visiting maximum seated capacity is 192
- Facility D - Visiting maximum seated capacity is 120

The above listed numbers are based on safety and security and should not be confused with the numbers posted by the State Fire Marshall in the Visiting rooms.

Visiting Conduct

If a visitor and/or inmate is instructed to leave the visiting room by a correctional officer for any reason, they should do so without delay. Any concerns



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regarding the interruption of the visit will be addressed by the Visiting Lieutenant or Sergeant upon return to the Facility C Entrance Building.

INMATE PHOTO PROJECT EQUIPMENT AND SUPPLIES

Photo Tokens: Photo tokens will be sold to visitors from a token machine located in Visitors Processing Area. Photo tokens will have "CTF" stamped on them they are non-refundable and non transferable to other institutions. The photo token machine will only accept one (1) dollar bills and will dispense one (1) token for every (2) two dollars inserted. No other bills should be used as there will be no refund from the machine or for unused tokens by the visitor. Tokens may be used at a later date. Photos will require one (1) token per photo. Photo tokens prices are set by the Inmate Welfare Fund (IWF). In the event the photo token machine is out of order or out of coins, photo ducats can be purchased in the visiting room from the Correctional Officer in charge.

ALLOWABLE AMOUNT OF PHOTO TOKENS

Adult visitors will be allowed a total of ten (10) photo tokens plus fifty (50) dollars.

PHOTOS AND PHOTOGRAPHERS

The Correctional Officer in charge of the inmate photographer is the only staff person authorized to approve a photo retake. The inmate must present the "bad photo" to the Officer and explain the problem. If the Officer believes the photo to be bad due to malfunction of the camera, printer or photo paper he/she will account for the bad photo as he would a photo token or ducat and have another picture taken. The original photo deemed "bad" shall be accounted for on the Photo Ducat, Photo Token and Photo Paper Inventory Report.

Under no circumstances shall the inmate photographer be allowed to approve retakes. If a retake is performed without the proper approval, the inmate photographer will sign a Trust Withdrawal Order (TWO) for the amount of the non-authorized retake.

The inmate photographer taking the photo in the visiting area of each facility will sign a trust withdrawal slip that will be left blank in the "amount space". This slip will be used only in the event the photographer is found to have willfully and purposely damaged and/or broken a camera or any other photo equipment. The inmate will be held responsible for the cost of replacement or repair. **NO INMATE SHALL**

POSSESS THE CAMERA OR ANY OTHER PHOTO EQUIPMENT WITHOUT THE WITHDRAWAL SLIP BEING SIGNED AND ON FILE WITH THE SUPERVISOR.

Authorized Photos

Each inmate desiring a picture will give the inmate photographer a photo ducat prior to taking the picture. The inmate photographer will put an X on both sides of the ducat with a black felt tip marking pen. Once completed, the inmate photographer may then take the picture.

Inmate photographers will have prior knowledge of acceptable conditions for taking pictures. The following rules are to be strictly enforced with regard to taking photos:

- Photos may only be taken in designated areas in the Visiting Room.
- Only the inmate and his visitor(s) may be in the photo.
- No "gang" associated signs or clothing will be allowed.
- Photos will be in good taste and respectable.

The inmate photographer shall bring the camera to the assigned custody officer to have the photograph printed. The officer will review the photographs to verify the photographs meet acceptable standards, and then print the photograph. The officer will then delete all photos from the camera and return the camera to the inmate photographer for further use.

Acceptable Retakes

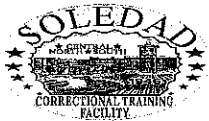
Blurred photos due to camera or printer problems. (Subject in the photo is unrecognizable due to camera or printer problems).

Photo Possession

Photos taken within the guidelines of this procedure may be retained by the visitors or by the inmates. Inmates will be allowed to take photos to their housing unit.

ACCOUNTABILITY

The Accounting Office is responsible for maintaining accountability of the unused photo ducat, printer paper, camera, and all equipment assigned to the Inmate Photo Project. The visiting area staff will maintain an inventory balance sheet for photo paper, photo token and photo ducats on visiting days.



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Each Monday or the next working day after the visiting weekend; the Visiting Sergeant (or designee) will hand carry the previous weeks proceeds to the Accounting Office cashier and receive receipts for all cash, photo tokens, and ducats sold by the officers in the visiting room due to the token machines being empty or inoperable. At the end of each day, visiting photo sales will be recorded and documented in a log. Upon completion of the photographer's shift, the supervisor will retrieve the camera, remaining photo paper, redeemed photo ducats, photo tokens, and any "bad" photos. The visiting room officer will prepare the photo token, photo paper, and the green photo ducat inventory reconciliation. If there is a discrepancy, the visiting room office will immediately research and take the proper action required. (i.e. Theft memorandum, signed trust withdrawals, etc.)

ACCOUNTING

At the end of the fiscal year, all Inmates Photo Project cameras and equipment will be inventoried for accountability. All remaining photo tokens, photo ducats and photo paper will also be inventoried. All discrepancies shall be reported in accordance with State Administrative Manual (SAM).

PRISON CANTEEN MANAGER II

The Prison Canteen Manager II (PCM II) will order photo tokens as needed. The PCM II will maintain a continuous Inventory Accountability Report of tokens issued to Trust and current hands-on totals.

The PCM II (or designee) and a Trust Accounting staff member will be responsible for emptying the money from the token machine(s). This will be accomplished on each Monday or Tuesday. The PCM II (or designee) will unlock the machine and the Trust Accounting staff will remove the money. At the same time, the Trust Accounting staff will replenish the token hoppers in the machine.

Upon securing the machine(s), either the PCM II (or designee) and the Trust Accounting staff will report to the Accounting Office. Individually, they will perform a count of the monies collected to ensure accuracy and accountability. They will continue individually until their totals match.

Photo Paper

Photo paper will be purchased in accordance with IWF procedures. The PCM II will order replacement stock and the Canteen Warehouse will stock-receive the photo paper for the IWF Photo Project. Photo paper will be issued to the Visiting Sergeant as needed by Trust Accounting staff. Unused photo paper will be

stored with the camera and other equipment in the Trust Accounting Office.

Cameras, Memory Sticks and Equipment

The cameras, memory sticks and equipment will be stored and secured by the Visiting Sergeant. The cameras and equipment will be stored and transported in the carrying case provided by IWF for this purpose.

The service for cameras and all equipment will be the responsibility of the Accounting Officer or his/her designee. If a camera or any other equipment is damaged beyond repair, the PCM II will arrange for proper disposal and will insure inventory control records have been updated. When the purchase of new equipment is warranted, the PCM II (or designee) will write a purchase justification, obtain bids, complete a CDCR 954 and STD 65 for the replacement equipment. The PCM II will verify that funds for the purchase are available, log the purchase order, issue it an IWF purchase order number and obtain the necessary authorization signatures.

At any time a camera or any other equipment needs to be replaced, the Visiting Sergeant (or designee) will deliver the defective equipment to the Trust Accounting Office. A visiting room photo project equipment replacement order form will be filled out before any new equipment is issued.

Photographers and Supervisors

Correctional Staff shall directly supervise the inmate photographers. It is the supervisor's responsibility to ensure photographers are knowledgeable in camera operation.

Inmate photographers shall be carefully screened to ensure general knowledge of photo taking and camera operations. Correctional staff will ensure that photographers are fully aware of the rules and policies concerning taking pictures.

Visiting Sergeant

The Visiting Sergeant or designee will be issued photo paper for the Inmate Photo Project by the Accounting Staff at the Accounting Office. When photo paper or green photo ducats are issued the appropriate section of the visiting room photo paper and photo ducat sales inventory will be completed. The Trust Accounting staff and the Sergeant (or designee) will sign this form after it has been reviewed for accountability.



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The Visiting Sergeant (or designee) will complete a visiting room Photo Paper Request form or Visiting Room Ducat Request form on an as needed basis.

ATTORNEY VISITS AND CONSULTATION

- All ordinary attorney visits shall be arranged through the AA/PIO or the Litigation Coordinator.
- Board of Prison Hearing (BPH) attorney visits shall be arranged through the Classification and Parole Representative (C&PR).
- Minimum of twenty-four (24) hours advance notice is required with one (1) week's advance notice desired.
- Designated staff shall complete and make distribution of CDCR Form 1081, Notice of Attorney/Legal Visit.
- The Warden may authorize an attorney visit outside of the normal attorney visiting hours when the attorney or representative has a documented, compelling need.

ASU Inmates

Attorney visits will be conducted in the Facility C Visiting Room, depending on the arrangements made. ISU staff will escort the attorney into the Visiting Room.

Inmate-Patients Access to Attorney / Client Visits

Pursuant to the Valdivia v. Brown court order, Attorney's shall have access to visit inmate-patients housed in such setting as Mental Health Crisis Bed (MHCB's), Correctional Treatment Centers (CTC's) or Outpatient Housing Units (OHU's) for purpose of mental health treatment in order to provide adequate due process related to parole proceedings.

When the Litigation Coordinator determines an attorney has requested to visit an individual housed in a medical setting who has been identified as a class member under the Valdivia v. Brown court order, the Litigation Coordinator shall notify the Senior Psychologist of the requested visit and the attorney of the inmate-patient's housing status. The Senior Psychologist shall notify the assigned primary clinician of the attorney visit request.

Every effort shall be made to ensure the attorney visit, when requested, occurs in a confidential setting. When an inmate-patient refuses to be escorted 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 only. When an individual is

in clinical restraints, the attorney shall be allowed contact from outside the cell door, with the cell door open.

Any access to medical records shall be coordinated through the Litigation Coordinator prior to the scheduled attorney visit to ensure appropriate medical releases are on file in accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

In rare occurrences, the clinician may determine that a visit from the attorney could compromise the health and safety of the inmate-patient. 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 unit health record. The clinician shall also document, using a CDCR Form 128B, the reason a visit from the attorney could be detrimental to the health and safety of the inmate and the timeframe recommended for a re-scheduled visit. The CDCR 128B shall be completed the same working day the clinician is notified of the requested attorney visit. Copies of the CDCR 128B shall be placed in the Unit Health Record (UHR), and the Electronic Records Management System (ERMS) File. The original CDCR 128B shall be given to the Litigation Coordinator. The Litigation Coordinator shall provide a copy of the CDCR 128B to the attorney 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-patient, a Mental Health Clinician at the level of supervisor or manager shall be notified to review the documented concerns. Progress 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 following the attorney visit to determine whether modification of the treatment plan is necessary to ensure the safety of the inmate.

Depositions

Depositions may be scheduled by prior arrangement. The attorney(s) desiring to take a deposition must direct a written request to the Warden or designee stating the name of the inmate(s) and the date and time for the taking the deposition. In the request, the attorney shall list the name of the court reporter who will participate in the deposition process. The requesting attorney shall be responsible for notifying



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the court reporter regarding required documents for identification.

FAMILY VISITING

The Family Visiting Program is designed to maintain healthy family relationships for all approved inmates confined within the institution. Eligibility for Family Visiting is a privilege an inmate earns.

Inmate Eligibility

The following criteria will be applied:

- Privilege Group A: Based upon space availability, Family Visits may be scheduled every 30-60 days, but not less than thirty (30) days.
- Privilege Group B: Based upon space availability, one (1) Family Visit every six (6) months.
- Privilege Groups C/D: Not eligible for Family Visits.

Inmate eligibility criteria will be consistent with CCR, Title 15 and comply with the provisions of the Inmate Work/Training Incentive Program.

Refer to Family Visit SOMS Checklist (Attachment B) as a guide to assist classification and visiting staff in ensuring inmate eligibility is met.

If an inmate's family visit is canceled due to pending disciplinary and/or classification action and the inmate is found not guilty, the inmate shall be rescheduled to the first available date.

Any disciplinary/classification committee action that restricts, suspends, or denies an inmate's regular visiting shall also apply to family visiting.

Inmates with thirty (30) days or less to their release date or transfer may not qualify for a family visit.

FAMILY VISITING TIME SCHEDULES

Visitors shall report to the visitors' processing center on Wednesday between 0830-1100 hours.

- If a visitor cannot check in by 1100 hours, it is the visitor's responsibility to call and notify the Family Visiting Sergeant.
- If a visitor fails to report to the visit by 1100 hours without prior notification, the visit is subject to cancellation.
- Inmates and visitors shall be permitted to spend approximately 46 consecutive hours in the visiting units.

- Visitors shall not be permitted to leave and return during the visit.
- Visitors must be able to stay for the entire visit.

There will be no deviation from this rule with the exception of extreme emergencies.

General Processing of Applications:

- Upon verification and approval, the Correctional Counselor I (CCI) will complete the CDCR 128-B, Informational Chrono indicating the approval. The CCI will forward the CDCR 128-B, and application to the Family Visiting Coordinator.
- After initial approval for family visits, the inmate may forward all subsequent Family Visiting applications, to the Family Visiting staff.
- The Family Visiting staff are authorized to use a copy of the CDCR 128-B from CTF to schedule subsequent family visits.

If an inmate's case factors change or is placed on a hold, the CCI shall review the inmate's continued eligibility for the Family Visiting Program. If the inmate becomes ineligible, the CCI shall prepare a CDCR 128-B indicating the reason for rescinding and send a copy to the Family Visiting staff.

No inmate will submit another application until the previously scheduled visit has been completed.

Requirement for Warden's Approval Letter

The CCI shall prepare a Warden's Approval Letter that shall be attached to the Family Visiting application when, but not limited to, the following circumstances exist:

- Approved adult siblings and/or adult children will be visiting without the presence of a spouse and/or parents.
- A minor accompanies an adult who is not the parent or the legal guardian of the minor.
- The inmate is requesting a family visit with an approved immediate family member whom is and/or was under Parole, Probation or Civil Addict Outpatient status. Persons on Parole, Probation or Outpatient status must also obtain and present written consent of their Supervising Officer before visiting will be approved. Regardless of the method used to request permission to come on the grounds for any reason, a former inmate may not come on the grounds unless he or she has received written approval to do so by the Warden.



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- A bona fide relationship, verified by the CCI, exists between an inmate and another person by virtue of being raised in the same foster family.

All of the above review procedures must be completed and approved before visiting is approved.

Verification of Date of Application

On the initial Family Visiting application, the signature of the CCI will be considered verification that the date of the application, custody classification, and privilege group is correct; that the application has been verified with inmate's file and the inmate's Approved Visitor File. All family visitors over the age of eighteen (18) must be an approved visitor.

On any subsequent applications, the Family Visiting Officer shall complete a review of the inmate's Central 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 on the inmate.

Family Visiting Staff shall record the date approved applications are received. A written notice shall be sent to the applicant acknowledging receipt of the approved application.

If it is determined that the inmate is not appropriate for placement in the Family Visiting Unit, the visit will be cancelled. The visiting supervisor shall prepare a CTF-957, Cancellation of a Family Visit Form, indicating the reason for cancellation and forward a copy to the assigned counselor.

Monthly Calendar List/Scheduling

A Visitor Confirmation Form (bottom half of CDCR Form 1072), and a copy of the Family Visiting Regulations/Guidelines shall be provided to the inmate upon scheduling the initial Family Visit. A signed copy of the Family Visiting Guidelines/Regulations will be kept in the Inmate Family Visiting file. It is the inmate's responsibility to forward this information to the prospective visitor(s) via U.S. Mail. The inmate's visitor(s) must sign and date the confirmation form indicating they will arrive on the scheduled date by 1100 hours. The confirmation form must be returned to the Family Visiting Office by close of business on the Friday prior to the scheduled visiting date via U.S. Mail. Faxes and/or telephone confirmations will not be accepted.

Upon receipt of the visitor's confirmation by the Family Visiting Office, a written notice shall be sent to the applicant acknowledging receipt of the confirmation.

Factors such as the number of inmates waiting to participate in the family visiting program, available units, date requested, etc., may in some cases cause unusual waiting periods for availability of the family visiting facilities.

Cancellation of Family Visit

If an inmate becomes ineligible for a family visit prior to the scheduled visit, it is their responsibility to notify their visitors.

Failure of confirmation forms to arrive at the Family Visiting Office 72 hours prior to the scheduled visit shall result in the automatic cancellation of the visit.

Procedure for Ordering and Distribution of Food for Family Visits

All food ordering will be handled by an approved vendor. Shipments will be received at the Procurement Warehouse Monday through Friday. Family Visiting Staff shall secure all ordered food items in the appropriate storage facilities designated for the Family Visiting Program. Family Visiting Staff will conduct a weekly inventory of received food packages to ensure the timely arrival prior to the scheduled visit. Applicants will receive a receipt once the package has been verified as received. Visitors will be notified in advance if a package has not been received within (7) days of their scheduled visit. Should a package not arrive within 72 hours of the scheduled visit, the visit may be cancelled. Family Visiting staff will conduct an inventory with the visitors on the date of intake. Any discrepancies regarding the food package will be taken directly to the approved vendor by the visitor. In the event an item is received damaged or missing, the Family Visiting staff will substitute with an alternate item that has been provided in advance by the approved vendor.

Visitors with Infants

Visitors with infants may provide the following items:

- Powdered or bottled formulas in vendor sealed containers
- Baby food in vendor sealed plastic containers

Medically Prescribed Diets

The visitor must provide a notarized physician statement to the Family Visiting Sergeant prior to the visit. The notarized statement must be mailed to the



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CTF Soledad State Prison, Family Visiting, P.O. Box 686 Soledad, CA 93960, and must arrive 72 hours prior to the scheduled visit. Failure to do so may cause your visit to be terminated. The notarized statement must also include a description of what the diet consists of and why the diet must be continued during the visit:

- Food must be vendor purchased and vendor sealed with all seals intact (meats cannot be packaged in butcher paper).
- All items must have recognizable labels.
- Vegetables or fruits can be either fresh or frozen (must be whole).
- Home-prepared foods are not allowed.
- No ice cream allowed.

Visitors will take all food items not consumed during family visits out of the institution at the conclusion of the visit. The notarized physician statement must be valid within one year of visit. The notarized physician statement shall be provided for each visit and shall meet the guidelines set above.

RECEPTION OF VISITORS FOR FAMILY VISIT

Family Visiting Staff shall ensure that no contraband enters institution grounds. Visitors shall be processed through a metal detector. Visitors' vehicle keys shall be secured by Family Visiting staff and returned at the completion of the visit.

All visitors shall be required to unload and load their property before and after each visit. Personal care items shall be limited to small amounts as needed for the duration of visit only.

It will be the responsibility of inspecting personnel to identify prohibited items and logical amounts for all items. The Family Visiting Sergeant will be notified in the event of any discrepancies and will have the authority to make the final decision on disputed matters.

Proof of Identification and Kinship

The Family Visiting Office shall verify the immediate family relationship of visitors approved for family visiting. The visitors shall provide the following documents in order to be processed by Family Visiting staff prior to each visit:

- Inmate's legal spouse: Certified marriage license/certificate, displaying signature of bride and groom.
- Inmate's siblings (regardless of age): Certified embossed birth certificate displaying signature of parent or other informant.

- Inmate's children (minors): Certified embossed birth certificate displaying signature of parent or other informant.
- Immediate family members under 18 years of age shall not be permitted overnight family visits without the presence of an adult member of the inmate's immediate family. The inmate's legal spouse shall be exempt from the requirements of this rule.
- Notarized, written approval of the parent or legal guardian is required when an adult who is not the parent or legal guardian of the minor accompanies a minor. The approval shall specify the approved family member by name that is authorized to chaperone the minor. The notarized consent form must be updated for each visit.
- Inmate's adult children: Certified birth certificate displaying signature of parent or other informant. In a situation where an adult daughter has married and the last name has changed, a certified marriage license/certificate displaying bride and groom signature will also be required.
- Parents and Grandparents: will be required to present the inmates birth certificate or inmate's parent(s) birth certificate(s) as it applies to their relationship.
- Photocopies or facsimile copies of the above listed documents will not be accepted as legal documents. Certified abstracts of marriage and/or birth are not permitted. Visitors failing to provide necessary documents shall not be processed.

Medication for Family Visitors

Only prescription medication shall be processed in the amount needed for the length of the visit. Over-the-counter medication will not be allowed unless prescribed by a physician. Visitors may retain life-sustaining medication in case of an emergency. The medication must be prescribed for their use and requires a written statement from the prescribing physician that verifies the medication required in case of immediate need.

All prescription medications will be noted on a Medical Log maintained at the Family Visiting Office. All medications delivered to a visitor must be consumed in the presence of the issuing staff. Female staff will supervise female visitors requiring medical injections. Medical syringes will be secured at the Family Visiting Office and delivered to the visitor for use at the prescribed time. When a medical injection is scheduled, staff shall provide a sharps biohazard container for disposal of the syringe. The sharps



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biohazard container shall be secured at the Family Visiting Office for future use.

Visitors are required to present their identification to staff prior to receiving their medication.

At the completion of a family visit, Family Visiting staff will return the remaining unused medication to the appropriate visitor.

Verification of the need to possess any medical devices shall be provided by a notarized physician's statement.

Securing Medication for Family Visitors: Family Visiting Custody staff shall secure the medication in a locked file cabinet until prescribe time. Upon 1600 hours medication for family visitors shall be secured in the Facility D Control until prescribe time.

Visitors Contraceptives (Condoms)

A spouse shall be permitted to bring in a maximum of ten (10) commercially sealed condoms per visit. Visitors may keep on their person prescribed birth control pills.

RECEPTION OF INMATES FOR FAMILY VISIT

During the processing and inspection of visitors, Family Visiting Staff will notify Central Control, identifying the inmate by name and number and confirming the inmate's family has arrived so that the inmate processing may begin.

Due to the design layout of CTF and location of Family Visiting Units each Facility will be responsible for processing each inmate as follows:

- Facility A and B will escort the inmate to Sally port #6. The escorting Officer(s) will conduct an unclothed body search. Upon completion of the search, the Family Visiting staff will escort the inmate to the Family Visiting Unit.
- Facility C inmates will be escorted to East Gate. The East Gate Officer(s) will conduct an unclothed body search. Upon completion of search, the Family Visiting staff will escort the inmate to the Family Visiting Unit.
- Facility D inmates will be escorted to the Family Visiting Unit. Family Visiting Officer(s) will conduct an unclothed body search. Upon completion of the search, Family Visiting Officer(s) will escort the inmate to the Family Visiting Unit.

Family visitors for Facility A, Facility B and Facility C will be driven to Sally port #10 for processing and then driven to the Family Visiting Unit.

Family visitors for Facility D will be escorted through the Front Entrance Building by Family Visiting staff or driven to Sally Port #13 for processing then driven to the Family Visiting Units.

Identification and Searches

All inmates will be positively identified by their Department I.D. card and submit to an unclothed body search prior to their transport to the family visiting units by the escorting officer(s).

Authorized Inmate Clothing and Property

All inmates will be attired in state issued clothing. Three (3) changes of underwear and socks, two (2) shirts, one (1) jacket and two (2) pairs of blue denim pants are allowed. No personal clothing is allowed on a family visit.

Inspecting staff shall complete a CDCR Form 1070, Inmate Property Inventory as appropriate. The only approved personal items an inmate may take with him and return from a family visit with are: a wedding ring, prescription glasses without case, shower shoes, bible, religious medal, comb or brush, watch, and toothbrush with/or without a case.

FAMILY VISITING COUNT PROCEDURES

Each Inmate will be counted at the following times: 0445, 0800, 1215, 1700, 2130 and 2300 hours. Each inmate is required to exit the apartment appropriately clothed and identify himself to the officer who is responsible for visually counting the inmates housed in the family visiting apartment.

Facility C Officers will report to the Facility C Control for the inmate's identification cards and report to the family visiting apartments and identify each inmate and positively count each inmate at each designated count time.

Facility D Tower #14 Officer will maintain possession of the inmate's identification card. For each designated count time Tower #14 Officer will call the inmate via institutional phone to exit the apartment, identify each inmate and positively count each inmate at each designated count time.

These counts will be called into the Central Control Sergeant via phone and or radio. A positive count slip will be forward to Central Control by the counting



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Officer for the 0800 and 1215 hours counts. All other counts will be submitted via SOMS.

CARE AND MAINTENANCE OF FAMILY VISITING APARTMENT


The Correctional Plant Manager II is responsible for the maintenance, repairs and/or the purchasing of material and appliances for the Family Visiting Apartments located at Facility C and D.

The Maintenance Department, in conjunction with Family Visiting Sergeant and Visiting Lieutenant, will schedule the family visiting units for general maintenance in order to make necessary repairs. Emergency repairs shall be conducted as needed and may limit availability.

FAMILY VISITING LAUNDRY

Visitors are not permitted to bring linens from outside to the institution; CTF provides all linens. It is the responsibility of the Family Visiting staff to ensure that blankets, towels and linens are provided for each visit. The Laundry Supervisor shall provide clean linens and blankets to accommodate scheduled family visits.

Reasonable accommodations shall be considered by the institution for visitors with documented medical conditions associated with allergies on a case by case basis.


M. E. SPEARMAN
Warden

4-7-15
Date

Attachment A: Notice of Request for Search
Attachment B: Family Visit SOMS Checklist

STATE OF CALIFORNIA
NOTICE OF REQUEST FOR SEARCH
 CDC 888 (Rev. 01/03)

DEPARTMENT OF CORRECTIONS

| | | |
|--------------|------------------------|------------|
| VISITOR NAME | NAME OF INMATE VISITED | CDC NUMBER |
|--------------|------------------------|------------|

Institution staff has cause to suspect that you might be carrying some form of contraband. Consistent with the posted notice at the entrance of this facility, we request your voluntary submission to an unclothed search of your person and any minor(s)* accompanying you. The search may include your personal possessions and/or your vehicle.

This search will be conducted in private by staff members of the same sex as the adult or minor visitor. If a minor is searched, the parent or legal guardian may be present during the search. A separate form is required for each minor.

| | |
|--|--|
| <input type="checkbox"/> I VOLUNTARILY AGREE to be searched. | Signature of Visitor |
| <input type="checkbox"/> I VOLUNTARILY AUTHORIZE the search of: _____ Age _____ <small>NAME OF MINOR</small> | *Signature of Visitor (Parent or Legal Guardian) Relationship to Minor: |
| <input type="checkbox"/> I REFUSE to be searched. | Signature of Visitor |
| <input type="checkbox"/> I REFUSE TO AUTHORIZE the search of: _____ Age _____ <small>NAME OF MINOR</small> | *Signature of Visitor (Parent or Legal Guardian) Relationship to Minor: |

ADVANCED PERMISSION FOR THIS SEARCH WAS SECURED FROM:

| | |
|----------------|-------------------------|
| NAME | DATE PERMISSION GRANTED |
| POSITION | TIME PERMISSION GRANTED |
| STAFF COMMENTS | |

| | |
|---|------------------|
| WATCH COMMANDER/VISITING LIEUTENANT SIGNATURE | SIGNATURE DATE |
| Staff Member Conducting Search | NAME POSITION |
| Staff Member Witnessing Search | NAME POSITION |

SEARCH RESULTS: POSITIVE NEGATIVE

DESCRIPTION OF CONTRABAND

VISITOR IS: PERMITTED to visit inmate. NOT PERMITTED to visit inmate.

* Only the parent or legal guardian of a minor may authorize an unclothed body search. Absent positive proof of relationship (i.e., birth certificate, court order, notarized authorization by parent or legal guardian), a search of a minor will not be conducted and visiting will not be allowed.

DISTRIBUTION: ORIGINAL - C-File (Visiting)
 CANARY - Institution Head
 PINK - Investigator's File
 GOLD - Visitor

FAMILY VISIT SOMS CHECKLIST

DATE: _____ Inmate Name _____ CDC# _____

Family Visiting Dates _____ Housing _____

Verified by Officer _____

Inmate First and Last name on Application and completely filled out

Check EPRD _____

Check Inmate and Visitor approval status (last update) _____

Check custody level _____

Check date of last Family Visit _____

Check if unit is on modified program & Check restrictions _____

Check ERMS 24 hours prior for any disciplinary pending _____

THE FOLLOWING CHECKS MUST BE COMPLETED ON MONDAY THE WEEK OF THE VISIT.

1. Check if confirmation paperwork has arrived _____
2. Check for ETO chrono when applicable _____
3. Check if food has arrived _____