

FOLSOM STATE PRISON

DEPARTMENT OPERATION MANUAL SUPPLEMENT

VISITING

Chapter: 50000, Custody and Security Operations
Subchapter: 54000, Services
Section: 54020, Visiting
Reference: American Correctional Association (ACA)
Standard # 4-4156

Title of Reviewer: Associate Warden Operations
Review Annually: August
Date of Last Review: September 2012

54020.7 Visiting Days and Hours

Folsom State Prison (FSP)

0700 – 1400 Saturday, Sunday and selected holidays.

The Visiting office is closed on Monday and Tuesday. Orientation inmates will not receive visits until an Initial Classification Committee Review is completed.

Folsom Minimum Support Facility (FMSF) and Folsom Women's Facility (FWF)

0700 – 1330 Saturday, Sunday, and approved holidays.

Visiting staff will coordinate transportation resources for their respective operation. All visitors for the FMSF and FWF will report to the FSP Visitor Processing Center and be transported from that location.

All visitor processing will terminate one hour prior to the close of the Visiting Room.

54020.8.5 Violations of State Law on Institution/Facility Property

Violations of any law will result in a referral to the Sacramento County District Attorney for prosecution of the person(s) (inmate or visitor) involved.

54020.11.1 Visiting Program Reasonable Accommodation

Subject to the Americans with Disabilities Act (ADA) and other applicable law, reasonable accommodations shall be afforded visitors and inmates with disabilities to facilitate their full participation in contact, non-contact and family visiting.

54020.11.2 Processing Visitors with Medical Implants, Prosthetic or Assistive Devices

When processing visitors who require the assistance of a wheelchair, a walker or motorized scooter, staff will allow the accompanying person (family member or friend) to assist

them in and out of the institution whenever possible. Should additional assistance be required, staff will contact the Visiting Sergeant for additional instructions.

54020.12 Proof of Identity

All adult visitors shall present picture identification before being permitted to visit.

The following shall be acceptable forms of identification for visitors:

- Valid driver's license with picture
- Valid Department of Motor Vehicle identification card with picture
- Valid government-issued passport with picture
- Armed forces identification card with picture
- Identification cards issued by the U.S. Department of Justice (DOJ) or United States Immigration and Naturalization Service (USINS)

54020.13.1 Contraband/ Metal Detection Devices

A visitor who fails to clear the metal detector shall be afforded an opportunity to change their clothing and try again.

Those visitors with medically implanted devices shall submit to both a hand-held metal detector scanner and a clothed body search prior to the beginning of each visit.

All visitors, except infants and children who are unable to walk, are required to successfully clear the metal detector before entering the institution. Infants and children who are unable to walk will be carried through the metal detector or by using a hand-held wand.

54020.15 Allowable Visitor Items

FSP, FMSF and FWF

Visitors may be permitted to take the following items into the visiting area:

- One pair of eyeglasses
- One handkerchief or a small package of tissues; no bandanas
- One comb and/or hairbrush, non-metallic, no pointed ends or detachable parts
- Two keys on a ring with no other attachments. One key may be an electronic car key
- Visitor lock key
- Identification

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- One transparent coin purse, maximum two compartments, maximum size 6" x 8"
- Adam's Vending Card per adult with a \$100 spending limit. Quarters may be brought in to purchase photo ducats at \$2.00 each. No additional money may enter the institution
- Indian Medicine Bag (upon inspection and approval)
- Two small (less than 12 inches in length) solid toys

Baby Items

The following are permitted for each baby:

- One transparent diaper bag
- Six disposable diapers
- Three factory-sealed jars of baby food
- Any combination of the following: two factory-sealed single serving size, ready to feed bottles of formula or two transparent plastic baby bottles, either empty or containing pre-mixed formula/milk/juice/water
- Two factory-sealed, single serving size packets of powdered baby formula
- One change of clothes
- Single-layer baby blanket
- One transparent pacifier
- Factory sealed baby wipes
- One baby-feeding spoon (plastic)
- One single-layer burp cloth
- One infant carrier

Necessary Reasonable Accommodations

The following items are permitted, as-needed, and upon submission of verifiable documentation from a medical doctor that a physical or mental limitation exists, for visitors who require reasonable accommodations to ensure that proper hygiene is met:

- One to two articles of clothing (pants)
- Two adult incontinence products (diapers)
- A container of cleaning wipes
- Wheelchair and one additional assistive device (i.e., cane, walker, etc.)

The one or two articles of clothing (pants) shall be maintained in a secure location (e.g., locker at the visitor processing center readily available to the visitor as needed or the visitor's secured vehicle). When necessary, visiting staff shall provide a disposable jumpsuit and clear plastic bag for soiled diapers and/or articles of clothing. The visitor may use the jumpsuit to walk to the visiting processing center and retrieve clean articles of clothing previously stored there. The disposable jumpsuit will be collected and disposed of in accordance with institution procedures. The

visitor will be allowed to return to the visiting room to resume their visit.

If necessary due to physical inability to walk and/or stand without an assistive device, visitors will be allowed to bring with them a wheelchair and one additional assistive device (i.e., cane, walker, etc.), to provide a sufficiently stable platform while in a toilet facility to allow a visitor to stand while a diaper and/or clothing is changed, and if necessary due to physical limitations, visitors are also allowed one non-inmate caregiver of the same sex to assist with personal hygiene needs as well as to assist the visitor back into or out of a wheelchair or toilet facility. Persons designated as caregivers must meet all visitor requirements set forth in DOM Article 42, Visiting.

Visitors requiring reasonable accommodations in order to meet proper hygiene must submit with their visitor application, verifiable documentation from a medical doctor that a physical or mental limitation, for which accommodation is needed, exists. Approved visitors must bring with them a copy of this documentation on the day of the visit.

Photographs/Documents

Photographs, papers or documents permitted into the visiting area for the inmate's examination shall be retained by the visitor and carried from the visiting room and the institution/facility at the conclusion of the visit. The purpose of this section is to allow inmate access to a limited amount of documents without need to facilitate access through a legal visit. Documents entering through visitor processing are not subject to lawyer/client privilege; these items will be carefully inspected by a visitor supervisor to ensure the subject matter and contents do not compromise institutional safety and security.

Visitors may be permitted to bring in no more than ten (10) pages per visit. The following are examples of documents permitted into the visiting area:

- Approved photographs (ten each) – no larger than 8x10, no instant photographs or false backing.
- Legal papers
- Tax returns
- Real Estate documents
- Report cards
- School work.

During processing, visiting staff shall inspect/count the items and record the number of items on the visitor's pass. Upon conclusion of the visit, staff shall again count the items verifying the amount with the number recorded.

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The institution/facility shall provide, upon request, one pencil and notebook paper to be checked out by the adult visitor, as needed. At the conclusion of the visit, the pencil shall be returned to visiting room staff. The paperwork shall be inspected for contraband and the visitor shall be allowed to remove the paperwork from the institution/facility. Institutions/facilities may provide games, children's books, crayons, and coloring books upon receipt of donations from the community.

54020.17 Visitor Medication

Visitors are permitted to retain life-sustaining medication in their possession during the course of their visit. Medication is restricted to life-sustaining medication only. Verification of the need to possess medication shall be provided by a physician's statement. Heart patients may retain nitroglycerin in their possession while visiting. Other required medications shall be allowed on a case-by-case basis and only under the following circumstances:

- The medication and/or its container are completely searchable
- The physician's statement provided specifically indicates that it is necessary for the medication to remain in the possession of the visitor
- The Warden or his/her designee grants approval

Upon approval, the visitor will maintain possession of his/her medication through the course of the visit.

The medication will be searched upon entering and exiting the visiting area.

The visitor may only retain the amount of medication necessary for the duration of the visit.

54020.20 Visitor Basic Dress Standards

Visitor Attire

Visitors shall remain fully clothed when visiting. Appropriate attire includes undergarments, a dress or blouse/shirt with skirt/pants or shorts and shoes or sandals.

Visitors over 36" tall shall adhere to the following dress standards:

- Shoes or sandals shall be worn at all times. Shower shoes and bedroom slippers will not be allowed.
- Buttons, snaps and zippers shall remain fastened.
- Undergarments shall be worn at all times.
- For security reasons, no brassiere will have metal underwires.

- All shorts and skirts, including slits in the garment, shall not expose more than two inches above the knee when standing.

Prohibited Attire

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., chambray shirt/blue pants)
- Law enforcement, military-type, or camouflage-patterned articles of clothing, including rain gear when not legitimately worn by an individual on active duty or in an official capacity

Clothing that:

- Exposes the breast 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
- Shear or transparent or excessively tight
- Attire or accessories displaying obscene/offensive language, drawings or objects
- Head coverings, readily removable hairpieces, 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

Exceptions

Hats, wigs, gloves, religious veils, or hairpieces shall be inspected by visiting staff prior to the visit.

- Approval shall be based on verification of the visitor's necessity to wear the hat, wig, gloves or hairpiece
- Approval of hats and gloves shall be based on weather conditions at the institution/facility
- Approved hats, wigs, gloves, religious veils or hairpieces shall be inspected by visiting staff prior to the visit

54020.21.1 Inmate Visiting Dress Standards

Inmate Attire

Inmates must wear state-issued blue denim pants, blue chambray shirt, and shoes. **Inmates must wear socks and boxers or briefs.** Jackets will be allowed during inclement weather periods only. Inmates are permitted to wear only those state-issued items, if allowed at the institution/facility

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at the time of the visit. Exceptions to the approved inmate attire shall be based on medical necessity and authorized by the Health Care Manager or treating physician.

54020.22 Non-Contact Visiting

Any inmate in the Administrative Segregation Unit (ASU) will not be permitted to visit until they have appeared before the Institutional Classification Committee (ICC).

All ASU visits will take place in non-contact booths behind glass – **NO EXCEPTIONS.**

ASU visits will be by appointment only. Visitors will be allowed to make only one appointment for one time slot per weekend. The telephone number for ASU appointments is (916) 985-2561, Extension 4168.

Appointments may be scheduled between the hours of 1100 and 1400 Wednesday through Sunday. Visitors must supply the following information:

- Valid California Identification/Driver's License number
- Date and time requested to visit
- Telephone number for return confirmation, if needed

ASU visitors scheduled for non-contact visits should report to the Visitor Processing Center 30-45 minutes prior to the appointment time to allow for processing. Persons who fail to allow for adequate processing time as outlined will have the visit terminated or ended at the designated time, as if they had reported on time.

ASU visits will be made at least 24 hours in advance of the visit and not more than seven days. All rescheduling will be accomplished in accordance with this procedure. The cancellation of an ASU visit will require the same ID number.

ASU visits will be conducted in non-contact booths. Due to limited space in the booth area, the number of visitors is limited to no more than three visitors, including children, for each inmate. A special booth for ASU inmate attorney visits is available upon request.

ASU inmates will be dressed in white jumpsuits for non-contact visiting. An unclothed body search will be conducted prior to escorting ASU inmates to the visiting room. Unclothed body searches will be conducted by the escorting officers of ASU inmates prior to their return to the ASU. Upon return, ASU inmates will be escorted to the visiting area in mechanical restraints by two (2) ASU Officers at all times.

ASU Visiting Hours

- 0800 – ASU inmate is escorted to visiting area
0830 – 1000 actual visiting time
- 1000 – ASU inmate escorted to visiting area
1030 – 1200 hours actual visiting time
- 1200 – ASU inmate is escorted to visiting area
1230 – 1400 hours actual visiting time
- 1400 – ASU visits terminated or completed; ASU inmate is escorted back to ASU.

All time slots will consist of one and one-half hours with 30 minutes between each appointment to allow for processing and to facilitate the movement of one inmate out of the non-contact visiting booth and the next scheduled inmate.

All Other Non-Contact Visits

All non-contact visit scheduling will be accomplished in accordance with this procedure.

Inmates on non-contact status will be scheduled for a maximum of one and one-half hours. Visitors must have an appointment for non-contact visiting.

Non-contact visiting status inmates must adhere to the standard inmate dress code requirements (State-issued pants and blue chambray shirt). Inmates on non-contact visiting status will undergo an unclothed body search before leaving the visiting area.

Visiting Staff Responsibility

ASU visiting appointments will be scheduled by Visiting Staff seven days a week in accordance with this procedure. A copy of the scheduled visits will be picked up at the Visitor Processing Center by the Visiting Room Officer each day at 0730 hours and provided to the ASU Sergeant for reference.

The Visiting Room Desk Officer will notify the Visitor Processing Sergeant of any maintenance-related problems which would preclude a visiting booth being utilized. This must be accomplished in a timely manner to ensure appropriate rescheduling.

54020.28 Visiting in a Community Hospital

If an FSP/FWF/FMSF inmate requests pastoral guidance while admitted to UC Davis Medical Center or Folsom Mercy Hospital, the senior staff member on duty will notify the Watch Commander. This request will be passed on to

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the prison Chaplains and he/she will arrange to visit the inmate. Chaplains affiliated with the UC Davis Medical Center or Mercy Hospital are not permitted to visit the inmates, except when the Health Care Manager determines that a Catholic inmate patient at UC Davis Medical Center is moribund and the prison's Catholic Chaplain cannot be summoned in time; the UC Davis Medical Center Chaplain is authorized to administer the appropriate Roman Catholic Sacraments.

Visits for inmates in a community hospital may be approved under the following conditions:

- The inmate has a life-threatening or critical illness/injury
- The visitor is an immediate family member
- The visitor has prior approval to visit the inmate in an institution/facility
- The institution head or designee approves the visit
- The attending physician authorizes the visit

Immediate family members must be approved visitors as reflected on the inmate's visiting record. If the family members are currently not an approved visitor, they may be approved through the Custody Captain's Office via the Visiting Sergeant and/or Watch Commander.

A maximum of two adult family members may visit at any one time. Minor children may accompany the adults at the discretion of the hospital where the inmate is receiving treatment. Hospital staff will make the final determination if the patient may receive visitors, the length of the visit and the number of persons visiting.

Prior to visiting, the inmate's family will be advised of the California Department of Corrections and Rehabilitation's (CDCR) visiting rules and any restrictions or requirements imposed by the institution/facility or hospital and must agree to comply with these requirements.

Visitors in a community hospital shall comply with CDCR visiting rules and any restrictions or requirements imposed by the institution/facility or hospital.

The length of visit in a CDCR infirmary, hospitals, or community hospitals, shall be determined by the institution head or designee based on staff availability.

54020.29 Visiting Conduct

All food or beverage items shall be consumed or disposed of at the conclusion of the visit. During contact visits, the inmate and visitor may exchange or examine any items of property or consume any items of food or beverage that either party is permitted to bring into or purchase in the visiting

area. Inmates may retain photographs that were taken during the visit.

54020.32.1 Clearance and Approval for Attorney Visit

An attorney wishing to visit an inmate shall request an appointment by calling, faxing, or writing the Litigation Coordinator (or designee) as designated in the institution's operational plan. Per CCR Title 15, Section 3178(g), Two (2) business days are required to schedule a private consultation with an inmate.

Inmate/Parolee-patients may be housed in a Mental Health Crisis Bed (MHCB), or other medical setting such as a Correctional Treatment Center (CTC) or Outpatient Housing Unit (OHU), 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.

When the Litigation Coordinator (or designee) determines that an attorney has requested to visit an individual housed in a medical setting for the purpose of mental health treatment, the Litigation Coordinator (or designee) shall notify the Chief of Mental Health (or designee) of the visit request, and the attorney of the inmate/parolee-patient's housing status. The Chief of Mental Health (or designee) shall notify the assigned primary clinician, in the medical setting, that the attorney visit was requested.

Every effort shall be made to ensure that attorney visits occur, when requested, in a confidential setting. This may require careful scheduling of the attorney visit to avoid impacting services to other patients treated in the facility. When an individual refuses escort to a confidential setting, or there has been documentation that he or she has been assaultive in the last 24 hours, the attorney shall be allowed contact at the cell-front. When an individual is in clinical restraint, the attorney shall be allowed contact from outside the cell door, with cell door open.

The June 12, 2007 'Valdivia Stipulated Protective Order' states that CDCR recognizes the obligation "to provide a parolee's attorney access to sensitive medical and mental health information." It indicates "Should any such files contain information covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), this order shall be deemed a qualified protective order." Attorneys may review the Unit Health Record (UHR) of an inmate-patient, or may request to discuss the mental health condition with the assigned clinician. Mental health clinicians shall provide, to visiting attorneys, any information necessary for understanding the mental state and mental health history of the parolee-inmate/patient.

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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 UHR. The clinician shall document, using a CDCR 128B, that a visit from the attorney could be detrimental to the health and safety of the inmate. The CDCR 128B shall be completed the same working day that the clinician is notified of the requested attorney visit, and shall indicate the reason why the visit may be detrimental, and the time frame recommended for a rescheduled visit. Copies of the CDCR 128B shall be placed in the UHR and the Central File. The original CDCR 128B shall be given to the Litigation Coordinator (or designee). The Litigation Coordinator (or designee) shall provide a copy of the CDCR 128B to the attorney by sending it via facsimile to CalPAP Headquarters at (916) 452-7491, and the attorney shall be requested to postpone the visit. When a clinician determines that an attorney visit could be detrimental to the inmate-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 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.

Cost of Custody Coverage

Institutions should not charge attorneys for routine custody coverage during normal attorney visits. However, when the facility must incur custody staff overtime costs in order to meet the needs of the attorney, those costs should be tracked and reported separately. This documentation will allow us to go forward with a deficiency request and a budget change proposal/finance letter to acquire the appropriate funding/staffing. It will also enable the institution to recoup the costs from the attorney (in the appropriate case). Any such charges imposed on an attorney should be discussed in advance with the Correctional Law Unit at headquarters, and preferably agreed to by the attorney.

54020.32.5 Processing

The Litigation Coordinator has the authority to grant exceptions to the provision of this rule as they relate to visiting hours and visiting days.

An attorney or an attorney's representative, wishing to record his/her interview of an inmate, must provide their own recording device. This device will be inspected prior to the interview with the inmate. All paperwork pertaining to

the case may be carried in by hand. No writing instruments will be allowed. Visiting staff will provide writing instruments.

Exceptions

When an institution's visiting schedule does not provide hours during normal business hours (Monday through Friday between 8 a.m. and 5 p.m.), an attorney visit should be scheduled during normal business hours upon written request of the attorney or attorney representative.

The institution head or designee (the Litigation Coordinator) may authorize an attorney visit outside of the regular visiting schedule when the attorney or attorney representative has a documented compelling need to visit the inmate, and the visit does not interfere with the safety and security of the institution.

Attorney visits will be conducted in a confidential area specified by the institution, unless the attorney states that the meeting does not need to be confidential. When compelling need exists, the institution head or designee may authorize a contact attorney visit for an inmate on non-contact visiting status.

54020.33.2 Inmate Applications for Family Visits

Inmates who are to be released on parole or discharged within 30 days shall not be eligible for family visits. Their name will be removed from the family visiting schedule once they have 30 days or less remaining.

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 must resubmit a Family Visiting Application (CDC 1046).

Eligibility for participation in the program will be restricted to privilege group "A" and "B" inmates who are assigned to full-time or part-time work/training assignments and to inmates who are on established waiting lists for full-time training pursuant to the California Code of Regulations (CCR), Title 15, Section 3044.

Inmates with part-time work/training assignments (privilege group "B") and inmates on established waiting lists for work/training assignments will be limited to two family visits per year. Six months must elapse before the inmate may participate in a second family visit pursuant to CCR, Title 15, Section 3044(d)(3)(A).

Privilege group "C" and "D" inmates are not eligible for family visits.

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Eligible inmates may be scheduled for a family visit once every 90 days.

Eligible inmates may not apply for a family visit with their fiancées prior to marriage.

Visitors in the final six weeks of pregnancy will not be permitted in the Family Visiting Program.

The Family Visiting Coordinator will record the date the approved application is received. This will be used as the controlling date for scheduling visits.

Inmates and visitors will be permitted to spend approximately 46 consecutive hours in the Family Visiting Units.

The family visiting schedule for male general population inmates is Sunday pm through Wednesday am and Thursday pm through Sunday am.

Family visiting for the FWF inmates will be scheduled on the first Thursday of each month. FWF family visiting will take place in the family visiting units located inside the FSP secure perimeter. **When family visiting for the FWF inmates occurs, no male inmates will be allowed in any of the remaining family visiting units or within the immediate vicinity.** Family visiting for FWF will occur on the first Thursday of each month and conclude on Sunday am. On-duty Transportation staff will be responsible to transport the FWF inmates to and from their scheduled family visits. In the event that transportation staff is not available due to a Medical/Parole transport, it will be the responsibility of FWF staff to transport the inmate(s) to and/or from the FWF and the family visiting units.

Each inmate will be allowed a maximum of three family members.

Family visitors will be required to report to the Visitor Processing Center by 1000 hours. If the visitor cannot check in by the designated time, it is the visitor's responsibility to call and notify the Family Visiting Coordinator. Should the visitor(s) fail to report without prior notification, the visit is subject to cancellation and a suspension up to six months. **There is no stand-by list at FSP.**

54020.33.7 Cancellation of Family Visits

If a family cancels a family visit, it is their responsibility to notify the Family Visiting Coordinator no less than 72 hours prior to the scheduled visit. Failure to do so could result in the loss of family visiting privileges up to six months, and may result in the forfeiture of all monies and/or food items processed for the family visit.

54020.33.14 Processing of Visitors for Family Visiting

All visitors will be required to pass through the metal detector and undergo a clothed body search prior to being transported to the Family Visiting Unit. The Family Visiting Coordinator will pick up the visitor(s) at the conclusion of the family visit and transport them to the Visitor Processing Center.

The inmates will be escorted with any property to the Visiting Room, at which time he will submit to an unclothed body search and a search of his property. At this time, a urinalysis sample will be taken, per CCR, Title 15, Section 3290(c).

54020.33.16 Food for Family Visiting

Under the general direction of the Visiting Sergeant, the Family Visiting Coordinator is responsible for providing the inmates with a menu of a variety of nutritional selections and updating the menu for price increases and/or addition/deletion of food items. The Family Visiting Coordinator is responsible for distributing the food to the inmates on family visits.

The Family Visiting Coordinator will purchase and deliver the ordered food from a local grocery vendor on the first day of the family visit. FSP is responsible for payment of food. The FSP Family Visiting Coordinator processes the inmate's family visiting food amount on a Trust Account Withdrawal Order (CDC 193). It is the visitor's responsibility to provide adequate paper plates/cups and plastic utensils for their visit.

Food Menu

The Family Visiting Food Menu consists of breakfast, lunch, dinner, dessert, beverages and condiment items. The Family Visiting Officer will update the menu as needed.

Processing Trust Account Withdrawal

Before the Family Visiting Officer schedules the visit, the following are needed: a Family Visiting Application (CDC Form 1046) and a menu order form, a Trust Account Withdrawal Form; adequate funds must be in the inmate's account (to cover the food items) prior to receiving a family visit scheduled date. The inmate will attach an approved CDC 193 to the menu. The Family Visiting Officer will then forward the CDC 193 to the Inmate Trust Office, a minimum of two weeks prior to the family visit. If the funds are not in the account, the inmate is informed and must reapply, and the original is placed in the inmate's family visiting file.

If the inmate is subject to restitution, the family member can send a money order attached to an Exemption of Family

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Visit/Temporary Community Leave (TCL). This form will hold the funds in a "Family Visiting Hold Account" and the funds will not be subject to restitution. The funds, however, can only be used for Family Visiting food. If the inmate becomes ineligible to participate in the program or paroles, funds received shall be held in the inmate's trust account indefinitely, with a hold marking them exclusively for family visit or TCL use and no deduction shall be made. These funds shall be held until the family visit or TCL takes place or the inmate is released on parole into the community or the inmate transfers to another departmental facility, in which case the funds shall be deposited to the inmate's trust account and no deduction shall be made. Visitors may take leftover food items home with them. Inmates are only allowed to bring the items, minus food items, that they took to the family visit; there are no exceptions.

Distribution of Food

On the day of the scheduled visit, the food will be purchased and delivered to the inmates, after the visitor's arrival has been verified. Upon receipt of the food, the inmate must inventory it in the Officer's presence. Once all items are accounted for, the inmate will sign and date the menu. The Officer will retrieve the menu and place it in the inmate's family visiting file.

The Family Visiting Coordinator will process the visitor(s) and search all property. Any unauthorized property must be placed in a locker inside of the Visitor Processing Center or secured in the visitor's vehicle. Under no circumstances will any property be stored with Visiting Staff.

54020.33.17 Family Visitor Medication

All required medication for visitors must be declared at the Visitor Processing Center. Prior to the Family Visit, staff shall confirm a physician's statement verifying the need to possess life-sustaining medication. The visitor will retain possession of all medications and associated paraphernalia for life-sustaining medications. The medications and individual associated items (e.g., syringes, etc.) will be inventoried prior to and at the conclusion of the Family Visit.

54020.33.18 Family Visiting Count Procedure

Inmates in the Family Visiting Units will present themselves to the Officer for count at the following times: 0030, 0230 (negative count), 0430, 1600, and 2100 hours.

54020.33.20 Conditions and Cleanliness in Family Visiting Units

Each Family Visiting Unit must be thoroughly cleaned per ACA standards by the visiting porters after each concluded family visit. It is the Inmate's and his/her family's

responsibility to maintain the cleanliness of the unit during their visit. Failure to comply will result in appropriate documentation and the inmate may be suspended from participating in the Family Visiting Program for up to six months.



L. CAHAYLA
Associate Warden Operations (A)

Date 2-24-15



R. J. RACKLEY
Warden

2/25/15
Date