This plan is applicable to all general population visiting rooms at HDSP.

54020.8 Visitor Application Procedure

Approval of Visitors

Visitor Applications: Adult visitors shall have prior approval before being permitted to visit. To obtain approval to visit, a prospective visitor shall complete and sign a CDCR-106, Visiting Questionnaire. The inmate can obtain this form from his housing unit officer. The inmate is responsible to sign and mail the CDCR-106 to his prospective visitors. The applicant shall return the completed form via U.S. mail to:

HIGH DESERT STATE PRISON
BOX 270220
SUSANVILLE, CA 96127-0750
ATTN: VISITING

In accordance with Department Operations Manual (DOM) Chapter 7, Article 5, Central File and Transfer of Records, Subsections 72030.5 and 72030.5.1, the inmate visiting file shall be delivered to the Case Records Office to be transferred with the central file.

Inmates on orientation status shall not receive contact visits pending UCC/ICC.

54020.11 Processing Visitors

After visitor processing staff has verified and processed the visitor’s application and before the visitor enters the institution or Level I visiting room, they will receive a stamp of invisible ink on their right wrist by the visitor processing officer. If the visitor has a stamp from a previous visit, place the current stamp further up the right wrist, and make sure it is legible. Upon entering their prospective visiting area, the visitor will give a visitor pass and their identification card (ID) to their prospective visiting officer or the minimum visiting officer, who will identify the visitors, sign the pass, and place the time in, or out on the pass. The minimum visiting officer or foy officer will then secure it in the ID pass holder box until the visitor exits the visiting room.

Upon entering and exiting the visiting room, the minimum visiting officer or the foy officer will use the portable black light and ensure that the visitors have the stamp of the day. A different stamp will be randomly selected each day before the processing of visitors begins. To ensure the visiting areas within the secure perimeter maintain a standard of orderly conduct and safety, the visiting room officer will assign each visitor or group of visitors to an assigned table. The visiting room officer will document the inmate’s name, CDCR number, number of visitors, and time visitors left on the respective visiting room seating chart (see attachments A through D) in the location provided associated with the assigned

<table>
<thead>
<tr>
<th>Visiting Room Capacity</th>
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<tbody>
<tr>
<td><strong>Visiting Days and Hours</strong></td>
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<tr>
<td><strong>Visiting Hours</strong></td>
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<tr>
<td><strong>GENERAL POPULATION</strong></td>
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<tr>
<td>Saturday</td>
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<tr>
<td>Sunday</td>
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<tr>
<td>Approved</td>
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<td>Holidays</td>
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Visiting room capacity is determined by the California State Fire Marshal. Occupancy numbers posted within the visiting rooms have a “stadium” style seating capacity of 200, and a “table and chair” seating capacity of 167. When capacity has been reached, and there are approved visitors waiting to visit, it would become necessary to terminate visits in order to accommodate more visitors. Terminations will begin on a first in, first out basis taking into consideration the following exceptions:

- Visitors, whose residence is in excess of 250 miles, straight line distance from the institution, and who have not visited within the last 30 days, will not be subject to termination.
- Visitors who were married to an inmate on that particular day will not be subject to early termination.
- A visitor who is certified as handicapped under California law and must rely on special transportation to travel to the institution will not be subject to early termination.
- A family emergency occurs to an inmate’s immediate family due to death, serious illness or injury the visitor will not be subject to early termination.
- When a visitor unexpectedly arrives who has not visited in the last six months, the visitor will not be subject to early termination.

Upon denial or termination of a visit, the official taking the action shall prepare a Notice of Visitor Approval/Denial/Termination/Suspension, CDCR-887, explaining the reason(s) for the denial or termination.

Seating will not block access to any door, aisle, or to the vending machines.
table. Chairs and tables will not be moved without prior approval of visiting staff.

The following shall be adhered to regarding visitors with minor children:

- Upon arrival at the specific institution, the parent, guardian or person with legal custody of a minor child shall present a certified copy of the birth certificate or county-embossed abstract of birth. Staff shall make a copy of the document. On the copy, staff shall note that it was made from an original, and print their name and the date. The copy shall be placed in the inmate’s visiting file and verification shall be noted in the Strategic Offender Management System (SOMS).
- Upon transfer to any other institution, the parent, guardian, or person with legal custody of a minor shall be required to submit again, on a one time basis only, a certified copy of the birth certificate or county-embossed abstract of birth.

Visitor processing shall not be suspended during routine institutional count.

54020.11.1 Visiting Program Reasonable Accommodation

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

The following items shall be permitted for elderly or disabled visitors:

- Two adult incontinence products (diapers).
- A container of cleaning wipes.
- One to two articles of clothing (pants).

The one to two articles of clothing (pants) shall be maintained in a secure location (e.g., visitor secured vehicle, visiting area locker located in the Friends Outside trailer visitor processing center) readily available to the visitor as needed. When necessary, visiting staff shall provide a disposable jumpsuit (black only) and a 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 visitor shall be escorted by visiting staff to the outside of the secured perimeter. The disposable jumpsuit will be collected and disposed of in accordance with institutional procedures following the visitor’s use of the jumpsuit. The visitor will be allowed to return to the visiting room and resume their visit. In addition, elderly or disabled 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 the visitor to stand while a diaper and/or clothing is changed. Elderly or disabled visitors are also allowed one non-inmate caregiver of the same sex to assist with personal hygiene needs as well assist a person into or out of a wheelchair or toilet facility. Designated caregivers must meet all visitor requirements set forth in DOM 54020, Visiting.

54020.11.2 Processing Visitors With Medical Implants, Prosthetic, or Assistive Devices

Visitors who have implants or prosthetic devices must bring a notarized statement from their physician detailing the implant or device and its specific location in the body. Visitors with implanted or prosthetic devices, wheelchairs, or other assistive devices may contact the visiting sergeant for information and/or special instructions. The medical verification shall be renewed every two years.

Processing Visitors with Wheelchairs

Visitors shall transfer from their personal wheelchair to an institutional wheelchair for the duration of their visit.

During Construction

While the path of travel to visiting is under construction, visitors that are disabled will need to identify themselves to the gatehouse officer upon arrival. Disabled visitor(s) who are passengers with a driver will be directed to be dropped off in front of the visiting processing center. Disabled visitors without a driver will be directed to park in the designated disabled parking spaces and remain at their vehicle until picked up by staff in the ADA van. The gatehouse officer will notify visiting staff at the visiting processing center that there is a disabled visitor en route to park in the disabled parking area and will need a ride to the visiting processing center.

Should the Tower #1 weapons light be activated, all visitors approaching the visiting processing center in their vehicle will immediately leave the area of Tower #1 until the light is extinguished. Once the weapons light has been extinguished, all traffic can resume.

54020.13.1 Contraband/Metal Detection Devices

All visitors must successfully pass through a metal detector to enter the visiting area. Any items that may set off the metal detector (e.g., hairclips, hairpins, jewelry, belts, belt buckles, suspenders, shoes, etc.), should be removed before attempting to pass through the metal detector. If the visitor cannot successfully pass through the metal detector, the visitor is subject to delay, additional searches, or denial of visit.
Photo Tokens

Each visitor may purchase photo tokens in the visitor processing center prior to entering the institution. The visitor must present a valid photo token to the inmate camerman prior to taking the photo (Attachment E).

The taking of inmate photographs will be limited to a designated section of the inmate visiting rooms under the direct observation of visiting staff.

54020.15 Allowable Visitor Items

Personal Jewelry

- One wedding set or one ring.
- One pair earrings.
- One bracelet.
- One chain with medallion.
- No jewelry with compartments, such as lockets will be allowed.

Lockers are available at the Front Entrance Building Friends Outside trailer for storage of unauthorized items.

Visitor clothing shall adhere to the General Visiting Information Clothing Guidelines. Failure to adhere to the clothing/jewelry guidelines will result in a warning. The third warning will result in a three month suspension of visiting privileges.

54020.22 Non-Contact Visiting

Unclassified Inmates/Inmates Housed in Administrative Segregation

Unclassified inmates and inmates housed in Administrative Segregation Unit (ASU) will receive a one hour non-contact visit.

- Facility D non-contact visiting will be held in Facility D Visiting Room windows one and two by appointment only on Saturday and Sunday, to include major holidays. Visitors must arrive one-half hour prior to their scheduled visit time.
- Facility Z non-contact inmate visiting will be held in Facility D Visiting Room window three by appointment only on Saturday and Sunday. Visitors must arrive one half hour prior to their scheduled visit time.
- All visitors must contact the visiting office to make a non contact visiting appointment at (530) 251-5100, extension 5708. The appointment scheduling will start on the Monday before the weekend visit.

Contact Visiting

VPASS is an appointment system developed by the CDCR to allow visitors of inmates to create an appointment time for processing into visiting areas. Through the proper use of this system and its features, the goal is to expedite processing into visiting areas and increase time spent visiting.

- All visitors must make a VPASS appointment for contact visits by logging on to the CDCR website at www.visitorreservations.cdr.ca.gov.
- Thirty visitors will be processed every half hour commencing at 0800 hours and ending at 1130 hours.
- Walk-in appointments will be on a first come-first serve basis utilizing a number system. Walk-in appointments will be allowed once all VPASS appointments are processed or will commence when all VPASS appointment have been processed within the 30-minute window.

54020.24 Food in Visiting Areas

Vending Machines

Vending machines are not the property of the institution. Refund slips are available upon request from the Visiting Staff vendor.

54020.27 Visiting in CDCR Hospitals and Infirmaries

Correctional Treatment Center (CTC) Inmate Visits

The Chief Executive Officer (CEO), in coordination with the physician on duty, has the authority to approve or deny visiting for inmates housed in California Department of Corrections and Rehabilitation (CDCR) infirmaries or hospital facilities. This visiting will be restricted to immediate family members and legal visits only.

The scheduling of visits for inmates housed in the CTC will be coordinated through the medical services Correctional Counselor II (CCII). When a request for a visit is received by the CCII, the CEO, or their designee, will be consulted to determine if the visit is to occur in the facility visiting room or the CTC. The CCII will then prepare a CDCR-128B documenting the date, time, location of the visit, and any relevant information. The CCII will then sign the CDCR-128B. The CEO, or their designee, will co-sign the CDCR-128B. The CDCR-128B will then be distributed to the correctional captain, watch commander, visiting sergeant, and the CTC housing unit officer.

Visiting inmates in the CTC may be approved under the following conditions.

- The visitor is an attorney or an attorney representative.
- The visitor is an immediate family member.
- The visitor has prior approval to visit in the institution.
• The inmate has been housed within CTC for more than 30 consecutive days.
• The only exception to this policy would be that the CEO or physician-on-duty has concluded that the inmate’s condition is life threatening.

Inmates on contraband watch, suicide watch, ASU status or suicide precaution status will not be permitted visits in the CTC.

All visitors will be accommodated in a manner consistent with the need to maintain order, safety and security, and required prison activities.

Visitors wishing to visit inmates in the CTC are required to make an appointment prior to the date of the visit. The CTC staff will be notified and the approval of the CEO or physician-on-duty will approve the visit. This will be a two-hour visit.

The dayroom in the CTC will be utilized as a visiting room during these visits. There will be no inmate activities in this area during approved visits. The CTC officer will search the dayroom prior to the visit to ensure that it is clean and free from all contraband. Visiting staff will provide one staff member for coverage.

CTC inmates will be authorized to wear only approved clothing items while visiting.

Prior to the visit being suspended, the CTC officer will contact the visitor processing center for an escort back. The CTC officer will conduct an unclothed body search of the inmate prior to him being re-housed in his assigned cell. The CTC officer will then conduct a thorough search of the dayroom/visiting room.

In the event of an emergency in the CTC, (cell extraction, forced medication or disruptive behavior from inmates), the visit may be terminated.

54020.29 Visiting Conduct
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Visitors must only visit with the inmate they were processed and authorized to visit. Cross visiting from table to table will not be permitted. Visiting with more than one inmate on the same occasion requires the approval of the Warden.

Parents must maintain constant supervision of their children at all times. Children shall not be allowed to wander about the visiting area nor allowed to operate vending machines. Inmates will not be permitted to handle money or operate vending machines. Visitors shall not leave the visiting area, except at the conclusion of the visit, without the approval of the visiting sergeant or lieutenant. Violation of this provision can result in immediate termination of the visit.

When visits occur in the CTC, the family members will be permitted supervised access of the vending machines located in the staff break room in CTC, prior to entering the dayroom.

Each visiting room located within the secure perimeter is equipped with video recording equipment for the purpose of monitoring inmate/visitor behavior and preventing the introduction of contraband. To obtain the best playback resolution, all video equipment shall be set to record in the 12-hour mode. Visiting staff shall record one day of visiting on one videotape. At the completion of each day, the videotape will be removed and identified by date. Visiting staff shall retain each videotape for a minimum of 7 days before reusing. Any suspicious activity shall be reported to the supervisor immediately, and a new videotape installed.

The outside patrol sergeant, during any visiting hours, and during the course of his/her normal patrols, shall attempt to identify any visitors and or visitors’ vehicles in the HDSP parking lot. In doing so, the outside patrol sergeant shall ensure that visitors are parking only in the designated visitor parking spaces, adjacent to the Friends Outside trailer. The outside patrol sergeant, in cooperation with visiting staff, shall ensure that all waiting non-visitors do so only in the approved locations. The means utilized to accomplish these tasks shall be as follows:

• Visitors will not be allowed on institutional grounds prior to 7:30 A.M. Visitors will leave institutional grounds immediately following the end of visiting for that day. Visitors will not be allowed to loiter in the parking lot after visiting hours.

• Memorandum to visitors from the Warden shall be prominently displayed in the entrance building informing visitors of the HDSP visitor parking policy as well as specifying the locations where non-visitors may wait for visitors to exit the institution. The memorandum from the Warden to staff shall remind all HDSP staff that the parking spaces designated for visitors shall not be used by staff, and that they have the authority to correct any visitor parking violation that they observe.

• There is a sign on the left hand side of the road adjacent to the West parking lot indicating “Visitor Parking”.

• Each visitor shall, upon his/her check-in to visit, declare any vehicle(s) parked on State grounds, specifying the make and model as well as the license plate number. This information shall be noted on a running log indicating check-in time and departure time.

• The outside patrol sergeant shall routinely inspect the vehicles parked in the designated visitor parking spaces utilizing a copy of the running log, and take notes of any vehicles
which were declared, but which are not parked in the proper location. The outside patrol sergeant shall then attempt to locate the vehicle(s) in the remainder of the parking lot. Upon locating the improperly parked vehicle, the outside patrol sergeant shall place a parking violation warning under the windshield wiper of the vehicle (see attachment F). The outside patrol sergeant shall then notify the visiting sergeant which vehicle(s) was inappropriately parked, and this information will be retained for future use. Visiting staff may utilize the California Law Enforcement Telecommunication System (CLETS) to identify the owner of the vehicle.

The outside patrol sergeant, during his/her routine patrols, shall make contact with any visitors (or non-visitors) not waiting in the appropriate locations, and shall direct them to either of the proper locations where they may wait for their visiting party to return.

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. Twenty-four hour notice is considered minimum for this purpose.

All Board of Parole Hearing (BPH) visits will be arranged through the BPH desk in the records office.

Inmate/Parolee-patients may be housed in a Mental Health Crisis Bed (MHCN), or other medical setting such as a 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 the 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 a parolee/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.

In rare occurrences, the clinician may determine that a visit from the attorney could compromise the health and safety of the inmate/parolee-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 parolee-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.

54020.33 Family Visiting General Information

Family Visiting Lockdown Procedures
Should a facility be placed on modified program/lockdown for any reason all scheduled family visits will be reviewed on a case by case basis depending on the circumstances regarding the lockdown and re-evaluated by the visiting sergeant in consultation with the Central Operations Captain to determine if the scheduled family visit should be cancelled or remain as scheduled.

If an approved family visit must be cancelled due to the facility being placed on modified program/lockdown the inmate will not be required to restart the process to be approved for the same family visit. However, the inmate must re-submit a request for a family visit. Following the receipt of an inmate’s request for a family visit the visiting sergeant shall ensure the inmate is still eligible per CDCR Title 15 section 3177.

Family Visitor Vehicles

Family visitor vehicles will only be parked in the designated visitor’s parking lot on the west side of the processing center.

Pending Marriage

Family visiting will not be allowed on the day of the wedding. The inmate must notify visiting staff of the change in his marital status, and anyone to be added to his approved visitor list before applying for a family visit.

54020.33.2 Inmate Applications for Family Visits

The inmate requesting a family visit will fill out a Family Visiting (FV) Application, CDCR-1046. The inmate’s assigned CCI shall screen the initial FV application for verification of the inmate’s marital status. If the inmate is approved, the CCI will forward the application and a copy of the appropriate CDCR-128B, Information Chrono, to the FV coordinator.

Once the initial FV application is approved and the CDCR-128B is on file in visiting, the CCI shall not review subsequent applications for an approved inmate. The subsequent applications shall be sent directly to the FV coordinator.

An approved inmate will forward subsequent FV applications directly to the FV coordinator for processing and scheduling. The FV coordinator shall review the copy of the CDCR-128B to ensure that the inmate is approved, prior to scheduling each subsequent visit.

To ensure that the inmate remains eligible for placement in the FV unit, the central file shall be reviewed between 24 and 72 hours prior to the scheduled family visit. The review shall be conducted by the FV coordinator. If it is determined that the placement of the inmate in the FV unit is not appropriate, the visiting sergeant shall cancel the scheduled visit. The visiting sergeant shall prepare a CDCR-128B indicating the reason for the cancellation and forward a copy to the assigned CCI.

HIV Disclosure Authorization

At the time of the application for each family visit, the HIV infected inmate will be required to sign an authorization to disclose the HIV status to all family visitors CDCR-7301, Authorization, Waiver and Release Inmate’s Authorization to Disclosure HIV Status, in the presence of the CEO, or designee.

Upon arrival for the visit, the accompanying adult and/or legal guardian of the children shall sign a waiver (CDCR-7301 and 7301A) absolving the Department of all liability should either the child or accompanying adult contract HIV or any other illness as a result of the visit. The signed waivers and authorization from both parents or legal guardian shall contain an acknowledgement that HIV materials were received, read and understood. The forms will be signed in the presence of the CEO, or designee.

All other approved adults who participate in a family visit are also required to sign a waiver CDCR-7301, as acknowledgement of the receipt of HIV materials and the inmate’s HIV status, as described above, upon arrival for the family visit in the presence of the CEO, or designee. The visitors will then surrender all required CDCR-7301 and CDCR-7301A forms prior to each visit, including legal guardian waivers, to the CEO, or designee. Family visitors without all necessary forms will not be admitted to the family visit. All CDCR-7301 and CDCR-7301A forms will then be placed in the inmate’s medical file by the CEO, or designee.

- Family visiting criteria shall be consistent with the criteria of non-HIV infected general population inmates in accordance with CCR, Title 15, Section 3174.

Final approval for each visit will be given by the Warden or designee. (Recommended approval level is unit classification for the first family visit, facility captain thereafter.)

- Exclusion Criteria

An HIV infected inmate shall be approved for overnight visitation unless one or more of the following apply: (Greater care should be exercised if minor children are involved.)

- The HIV infected inmate has, within 12 months of the date of application from family visit, a documented in-custody history of high-risk behavior. Some instances of high-risk behavior include the deliberate biting of another person, self-mutilation or attempted suicide by discharge of blood.
The HIV infected inmate is on inpatient status or has a medical condition that would require life-sustaining treatment or monitoring while on the visit.

An HIV infected inmate may be required to undergo a medical evaluation by institution medical staff to determine whether he, through casual contact, is susceptible to contract or transmit tuberculosis, hepatitis-B, measles, mumps, staphylococcal infections, or chicken pox. The CEO, or designee, shall review the medical staff’s conclusion and recommend clearance for the visit if appropriate.

54020.33.4 Notification of Scheduled Family Visiting Dates

The FV officer will forward to the inmate the Family Visiting Inmate Notification (CDCR-1072) with the family visit. It shall be the inmate’s responsibility to mail the completed CDCR-1072 to his family. The family visitor is required to return the CDCR-1072 to the FV officer within 15 working days. The family visitor will also confirm their visiting intentions by telephone with the FV officer no less than 48 hours prior to the family visit. Failure to confirm the family visit may result in cancellation of the scheduled family visit. Family visitors who confirm and then fail to appear for the family visit are subject to suspension of family visiting privileges.

It is the responsibility of the inmate to provide their prospective family visitor(s) with the Family Visiting Program Information (see Attachment G for Level I inmates, or Attachment H for Level III and IV inmates).

54020.33.8 Processing Inmates for Family Visiting

The FV officer will pick up the inmates scheduled for a family visit in their facility. The FV officer will then secure each inmate’s identification card and conduct an inventory of the inmate’s personal property that is being taken into the family visiting unit. The FV officer will obtain a urine sample from the inmate prior to the family visit. The FV officer will conduct a thorough unclothed body search of the inmate prior to escorting the inmate out of his housing unit, to ensure the inmate is not in possession of any contraband. The inmate will be placed in mechanical restraints (handcuffs), and escorted to the vehicle facility gate in front of Central Control or Complex Control. The FV officer will then drive the inmate to the family visiting unit. The Level III and IV family visiting units are located between the entrance building and Facility B. The FV officer will then conduct an inventory of the family visiting unit with the inmate and complete a CDCR-1070, Family Visiting Inmate Property Inventory. The FV officer will inventory the inmate’s personal property ensuring that all items are allowed.

Allowable Items

- One pair of State-issued blue denim pants
- One thermal top and bottom (cold weather only)
- One State-issued blue chambray shirt
- One pair of State-issued shoes
- One set of shower thongs
- One State-issued belt
- One State-issued jacket
- One comb or brush
- One pair prescription glasses/case
- One wedding band
- One necklace with religious medallion

Personal Hygiene Items Permitted

- One tube of toothpaste
- One bar of soap

All hygiene items must be in packages that can be easily searched. The inmate will not be permitted to retain these items when he returns to the institution security areas. No radios, tape players, or electronic appliances of any kind are permitted.

Inmate Dress

Inmates are required to wear State-issued clothing at all times for identification purposes. Inmates discovered in personal clothing may be subject to termination of the family visit.

Inmate Medication

Inmates on prescribed medication may be permitted to retain medication upon approval of the CEO, or designee. Medication that cannot be retained by the inmate will be issued by a Licensed Vocational Nurse (LVN) in the family visiting unit.

Inmates normally housed in either Facilities A or B, that requires medication to be dispensed by a LVN, will have the medication stored in the Facility A clinic during the duration of the family visit.

Inmates normally housed in either Facilities C or D, that requires medication to be dispensed by a LVN, will have the medication stored in Facility C clinic during the duration of the family visit.

Out-Processing Inmate

Inmates at the end of a family visit will adhere to the following procedures as it relates to an unclothed body search, urinalysis, and documentation of the aforementioned on a CDCR-128B.

- Inmates will be processed by the FV officer, one at a time, inside the FV unit, after which they will undergo an unclothed body search in the FV unit.
• The inmates will be returned to their housing unit by the FV officer.

54020.33.9 Urinalysis

The FV officer will obtain a urine sample from the inmate prior to and after the family visit. The inmate will be instructed to wear State-issued latex gloves while submitting the urine sample to avoid tampering/contamination. The FV officer will take the necessary precautions to avoid contact with the inmate’s body fluids.

It is the responsibility of the FV officer to ensure an adequate supply of urine specimen bottles, caps, mailing containers, and labels are available. Additional supplies can be obtained at the evidence rooms located at Complex I or Complex II.

The FV officer will witness the inmate urinating into the sample bottle, and ensure that the inmate is wearing latex gloves to prevent tampering. The sample bottle must be at least three quarters full in order to ensure sufficient amount for testing. The bottle will be sealed tightly to prevent any leakage and a label will be attached listing the following:

• Inmate’s name and CDCR number
• Witnessing officer’s initial
• Date sample was taken
• The label must also be marked “022” Family Visiting Code

Each label is printed with “Test Required.” Place an X on the “All”. This test will identify the presence of alcohol, marijuana, cocaine, amphetamines, opiates, and barbiturates.

The information on the samples will be logged by the FV officer in the Urinalysis Logbook located in the evidence room: inmate’s name, CDCR number, date of sample, date sample was mailed, and results of the test, when returned by the contract testing laboratory.

Using provided containers, the samples will be packed and placed in the evidence locker located in Central Operations. The urine samples will then be mailed by staff to the contract testing laboratory. If the test is found to be positive, the Investigation Services Unit (ISU) officer will prepare a CDCR-128B documenting the urinalysis test and forward a copy to the FV officer. The FV officer will generate a CDCR-115, Rules Violations Report, documenting the positive result of the urinalysis. The original document will be sent to records for placement into the inmate’s central file. A copy of the CDCR-128B will be returned by the FV officer with a copy being sent to the inmate.

The CDCR-115 will note the date of sample collection and the name of the witnessing staff member. A copy of the lab report shall accompany the CDCR-115.

Logs and test result reports will be retained for a period of at least two years for statistical value and appeal process.

Urine samples must be treated so as to assure the chain of evidence will not be broken.

Minimum Support Facility

The Minimum Support Facility (Level I) FV unit is not equipped to accommodate inmates with disabilities. Authorization has been granted from the Deputy Director to allow Level I Americans with Disabilities Act (ADA) inmates to visit in the main institution FV unit. Inmates in wheelchairs that are approved to participate in a family visit shall be processed and placed in FV unit #1 within the secure perimeter.

54020.33.13 Family Visiting Length and Visiting Reporting Requirements

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Family Visiting Schedule

Family visit in-processing for all facilities will commence between 0930 and 1100 hours at the visitor processing center on Monday, Tuesday, and Friday. These family visits will be out processed Monday, Thursday, and Friday between 0830 and 1000 hours, respectively.

54020.33.14 Processing of Visitors for Family Visiting

Basic Search

All allowable items being brought in by the visitor for the family visit will be thoroughly searched for contraband. An inventory of all items will be completed at this time.

Searches may include clothed or unclothed searches of visitors and searches of their property and vehicles when there is probable cause to believe they are attempting to introduce unauthorized items or substances into or out of the institution. Random searches of vehicles on institution property may occur periodically.

The Warden may delegate to the Central Operations Captain the authority to authorize unclothed searches of visitors, and searches of their property and vehicles. In the absence of the correctional captain, the Administrative Officer-of-the-Day (AOD) shall exercise this authority. This authority shall not be delegated below the rank of Central Operations Captain.

Documentation of Information that Leads to a Search of a Visitor

When an employee obtains information indicating a potential visitor may be in possession of contraband and
could be attempting to introduce the contraband into the institution, the employee shall document the information by using a CDCR-128B, and have Central Operations Captain or Correctional Counselor III (CCIII) designate it as “Confidential”.

This report shall include all applicable information (elements which prompted the documentation) as follows:

- Inmate’s name and CDCR number
- Visitor(s) name, physical description, and relationship(s)
- Specific details of the circumstances
- Means by which the documenting employee obtained the information

The chrono shall be hand-carried by the employee’s supervisor or other designated employee to the Central Operations Captain for approval to conduct a search of the designated visitor. A copy of the approved chrono shall be forwarded to the visitor processing center and denoted in the memo portion of SOMS and filed in the inmate’s visiting file.

Out-Processing of Visitors

At approximately 0830 hours on the last day of the family visit, the family visitors will be escorted to the visitor processing center by the FV officer for out-processing on Monday through Thursday and Friday.

During the initial intake, the visitor’s items will be searched upon completion of the family visit. This will take place once the visitor has left the FV unit and prior to the visitor exiting the visitor processing area.

54020.33.15 Authorized Property for Family Visiting

Disposable diapers must be in sealed packages.

All unused condoms will be retained in their sealed containers and taken out of the institution by the visiting spouse. No more than ten will be allowed.

54020.33.16 Food for Family Visiting

Food Deliveries

Family visiting food deliveries will be made by the vendor directly to the visitor processing center. Deliveries will be made by the contract store on a daily basis, except for Saturdays and Sundays, no later than 1100 hours, prior to the scheduled family visit. The FV officer will then check off and verify the food items in the presence of the family visitor prior to entering the institution for a family visit. All food items will be inspected by the FV officer and questionable items may be x-rayed utilizing the mailroom’s Rapiscan X-Ray Screening System before being loaded into a cart along with the visitor’s personal items, and taken to the FV unit.

Food deliveries can be canceled by the FV officer anytime prior to the day of the scheduled family visit.

Vendor Payment

The FV officer will fax the menus to the contract store one week prior to the scheduled family visit. The trust office will be responsible for payment to the contract store after the invoice is received, upon delivery of the food. The FV officer will check food items off in the presence of the family visitor prior to processing. Both the visitor and FV officer will sign the invoice acknowledging receipt of food items. The FV officer will submit a copy of the signed invoice/list to the trust office as proof of delivery.

Contracted Vendors

The FV officer will fax the approved family visiting food menus to all participating local food service vendors for bid, two weeks prior to the beginning of each quarter (December 15, March 15, June 15, September 15) of the new year, along with the HDSP Food Vendor Contract. It will be the responsibility of the food vendor to fax a completed and competitive food menu back to the FV officer one week prior to the beginning of each quarter (January 1, April 1, July 1, October 1) biannually. With all food items competitively bid, a total for the entire menu will be placed at the bottom of the menu. The food vendor with the lowest total bid will be given the family visiting food contract for that quarter.

Each participating food vendor will supply only quality and/or fresh food items and deliver those items each day prior to the scheduled family visit.

Anonymity

Family visiting food menus will be assigned an order number, and it will be affixed to the portion of the menu, which is faxed to the contract store in order to assure anonymity. The portion of the menu with the inmate’s name, CDCR number, housing, and order number, will be removed and attached to the CDCR-193. A second copy of the entire menu will be placed in the inmate’s family visiting file.

Unclaimed Food Items

Food items not picked up by the family will be donated to the Friends Outside, a non-profit organization (i.e., religious/foster care), or destroyed.

54020.33.17 Family Visitor Medication

Family visitors may be permitted to bring prescribed medication for use during the family visit. The family visitor will be required to bring a current prescription from a physician. The medication will be kept in the original prescription container.
Prescribed medication will be placed in a locked metal box and the box placed in a locked metal locker which will be located in the FV officer’s office, during the family visit. The key to the medication locker will be on FV officer’s duty key ring. The key to the locked metal box will be retained by the family visitor.

When the prescribed medication time occurs, the family visitor will pick up the phone, (which automatically rings Tower #1 officer or Tower #7 officer) and request the medication. In the absence of the FV officer the Tower #1 officer will then contact the watch sergeant and notify him/her of the request for medication. The watch sergeant will direct a watch office S&E officer to transport the locked metal box to the family visitor.

The officer, who retrieves the locked metal box from the medication locker, will log the time the box was issued, the person to whom the box was issued, the name of the medication issued, and the name of the staff who issued the box in the log book which is located in the medication locker.

The officer issuing the box will ensure that the medication is taken by the family visitor in his/her presence. All prescription containers shall be returned to the visitor(s) upon conclusion of the FV to include any empty prescription containers.

If it is necessary for the visitor to utilize a syringe to administer the medication, the officer will observe the visitor during this period. The syringe and needle will then be placed in a Sharps collector.

The Sharps collector will be retained in the FV officer’s office. When the Sharps collector becomes full with used syringes, the FV officer will then take the collector to the CTC for proper disposal and a new Sharps collector will be obtained from CTC.

**54020.33.18 Family Visiting Count Procedures**

Inmates must stand for count by representing themselves inside the full-length window adjacent to the front door of the visiting units at the designated times. Watch office S/E officer will pick up the inmate’s identification card from Tower #1 and will positively identify Level III and IV inmates. The Dorm #1 officer will obtain the identification card from the work change lock box and will positively identify the Level I inmate. The officer shall enter the front gate and positively identify the inmate through the window.

A positive count means the inmate will positively be identified at each count. Positive counts will be called into Central Control and an official count slip submitted.

Additional emergency counts may also be required.

**Attachments:**
- Attachment A – Facility A Seating Log
- Attachment B – Facility B Seating Log
- Attachment C – Facility C Seating Log
- Attachment D – Facility D Seating Log
- Attachment E – HDSP Photograph Rules
- Attachment F – HDSP Warning Parking Violation
- Attachment G – Level I Family Visiting Program Information
- Attachment H – Level III/IV Family Visiting Program Information

*Original signed by:*

RON BARNES
Warden (A)
Family Visiting Program Information
Level I

Welcome to the High Desert State Prison’s Family Visiting Program. This program is a means to help establish and/or maintain a healthy relationship between you and your immediate family. Family Visiting is a privilege for those inmates who are willing to abide by the rules and regulations set forth by this institution and the State of California. Every effort will be made to provide a pleasant atmosphere for the family visit within institutional security guidelines. It is every inmate’s responsibility that participates in the family visiting program to advise their prospective visitor(s) of the following information.

**FAMILY VISITING APPROVAL PROCESS:** A Family Visiting Application, (CDCR Form 1046) and a current quarterly menu, will be filled out by the inmate requesting a family visit and turned in to his Correctional Counselor I. The assigned Counselor will be responsible to verify inmate’s eligibility and immediate family member(s) as defined in the California Code of Regulations, Title 15, Article 1, Sections 3000 and 3174 (e), (1&2). The Counselor will also verify that the family visitor applicants have been approved for contact visits. All family visits will require the approval of the Unit Facility Captain. All visitor(s) must submit a Visiting Questionnaire Form (CDCR Form 106) and be approved by the Visiting Sergeant.

**INACCURATE INCOMPLETE DOCUMENTS:** If any forms (Trust Account Withdrawal Form, CDCR Form 193), Menu, or Family Visiting Application (CDCR Form 1046)) are determined by the Family Visiting Officer and/or Correctional Counselor I to be inaccurately calculated or incomplete will be immediately returned to the inmate for correction prior to scheduling of a family visit.

**SCHEDULING:** Completed and approved family visiting applications will be processed as received by the Family Visiting Officer on a first come first serve basis. Each week Facility E will have two (2) family visiting sessions available: One (1) for Monday to Thursday and one (1) for Friday to Monday.

**NOTIFICATION:** A Family Visiting Inmate Notification Form, (CDCR Form 1072), with the scheduled family visit date and a copy of this Family Visiting Program Information, will be forwarded to the inmate. It is the inmate’s responsibility to mail the completed CDCR Form 1072 to their family visitor. The inmate is also responsible to inform their family visitor(s) of the rules regarding this program. The family visitor will then sign and return the lower half of the CDCR 1072 Form to the Family Visiting Officer within 15 working days. The family visitor will also confirm their visiting intentions via a telephone call to the Family Visiting Office at (530) 251-5100, ext. 5715, no less than 48 hours prior to the family visit. Family visitors who confirm and then fail to appear for the family visit will be subject to suspension of their family visiting privileges.

**FAMILY VISITING CHECK-IN AND CHECK-OUT:** Check-in time is between 9:30 A.M. and 11:00 A.M. Family visitors are expected to stay their entire family visit. Out-processing at non scheduled times will require the approval of the Visiting Sergeant or Watch Commander. Family visits will last no longer than 69 hours. Check-out time is between 8:00 A.M. and 9:30 A.M.

**VISITOR SEARCHES:** All persons entering High Desert State Prison are subject to a search of their person, vehicle, and property. Visitors may leave the prison grounds rather than submit to a search. However, if the visitor refuses the search their visiting privileges will be canceled for that day. All personal articles will be inspected. Visitor(s) must pass through and clear the metal detector prior to entering the institution.

**IDENTIFICATION:** Family visitor(s) eighteen (18) years of age and older must have a valid picture ID, (e.g., Driver’s License, DMV ID card, etc.). Wives will be required to provide an original or certified copy of a marriage certificate. The accompanying adult of minor children will be required to provide an original or certified copy of a birth certificate. Minor children not accompanied by their legal guardian will also be
required to provide a notarized letter of consent for the accompanying adult to bring the minor child on a family visit. This letter will include the name of the inmate to be visited.

**NO FOOD ITEMS ALLOWED:** All food is supplied through a vendor except baby food. Each family visiting unit has a kitchenette. All cooking and eating utensils are provided.

**FOOD FOR INFANTS:** Food for infants under two years of age may be provided by the visitor. All such food must be factory sealed and will be searched prior to the visit. Containers will be rinsed out and placed in the clean can receptacle located within the unit. Containers will be counted by the Family Visiting Officer at the conclusion of the visit.

**SPECIAL DIETS:** Visitors on medically prescribed diets may request the necessary food items to continue the diet. A notarized physician’s statement with a description of what the diet includes, and a way the diet must be continued throughout the three day period, must be submitted to the Correctional Counselor I with the family visiting application.

**TRUST FUNDS:** Funds to purchase food for the family visit will be withdrawn from the inmate’s trust account. The trust office will be responsible for payment to the contract vendor after the invoice is received, upon delivery of the food order. If funds are not available in the inmate’s account, the family visit request will be denied/canceled and the inmate must reapply to receive a new family visit date, via his Correctional Counselor I.

**MINIMUM FOOD PURCHASE:** Inmates will purchase at least two meals per day for themselves and each person visiting. Food not consumed shall be taken out by the visitor at the conclusion of the visit. The State will not reimburse or repurchase any unused food items. Unopened food items may be donated to the Friendship Place Friends Outside.

**DELIBERATION FEE:** There will be a $10.00 delivery fee added to each order for the purpose of handling and delivery.

**RESTITUTION EXEMPT FUNDS:** Family visiting funds must be accompanied with a Family Visit/Temporary Community Leave Form (CDCR Form 1839), to be considered funds for family visiting. These funds will be placed on hold until either used for a family visit or if an inmate transfers, paroles, or is discharged.

**TERMINATION CANCELLATION EMERGENCY DISCIPLINARY:** Food items that have already been delivered by the food vendor for inmates and their families who cannot participate in their family visit due to termination, cancellation, emergency, disciplinary or families that do not show up for their scheduled visit, must pick up the food order items within 72 hours of action. Food items not picked up within 72 hours will be donated to the Friendship Place Friends Outside.

**ITEMS PROVIDED IN EACH UNIT:** In each family visiting unit there are two (2) twin beds, one (1) full size bed, six standard pillows and blankets. Barbecue stand, DVD players, DVDs, games, children toys, high chair and playpen are available upon request. No toy guns allowed. One (1) barbecue lighter will be provided in FV unit #11 only.

**THINGS TO BRING:** You will need to bring your own sheets, pillow cases, bath towels, hand towels, wash cloths, dish soap, dish cloth, self lighting charcoal and standard lighter (no lighter fluid). Three (3) changes of clothing per person. Personal items taken in by the visitor(s) must be taken out by the visitor(s). **Inmates will not take anything back to their unit except the items listed on their inventory sheet.** A total of two (2) sport type, soft luggage bag are authorized. No suitcases are allowed.

**PERSONAL HYGIENE ITEMS:** Cosmetics (must be transparent, no glass and factory sealed) - one (1) each: lipstick, powder compact, eye shadow, mascara, blush, liquid makeup and eyeliner. (1 ea.) deodorant, (1 ea.) toothbrush and toothpaste, (1 ea.) plastic comb and brush, 1 bag of disposable diapers, 1 disposable razor, 1-pack feminine hygiene products and ten (10) condoms - unused condoms must be removed from institutional grounds.
**JEWELRY ITEMS:** Allowable quantities of jewelry - one (1) wedding ring set or one ring, one (1) pair earrings, one (1) bracelet and one (1) chain with medallion. Excess jewelry will be secured in one of the family visiting lockers.

**CLOTHING ITEMS:** Visitors must wear appropriate conservative attire outside at all times. Absolutely no blue, black, or gray denim pants, forest green pants, tan shirts, camouflage material, gray sweats, blue chambray shirts, plain white T-shirt or clothing displaying obscene and/or offensive language and/or drawings are allowed on High Desert State Prison’s grounds. While outside of the family visiting unit you may not wear transparent, strapless, sleeveless, halter, spaghetti straps, or bare midriff clothing. Additionally, stretch pants must be worn with a skirt or long shirt over them that is less than three (2) inches above mid knee. Shorts and skirts are allowed providing they do not expose more than three (2) inches above the mid-knee. Under garments, shoes, and shirts must be worn at all times.

**UNAUTHORIZED ITEMS:** No aerosols or any other flammable substance. No tobacco products. No blow dryers, curling irons, coffee pots, radios, cell phones, iPods, pagers, Personal Digital Assistants, or any other electrical device. No cash, checks, postage stamps or charge cards. No ice chests, alcoholic beverage or any items containing alcohol. No cameras (still, video, etc.)

**VISITOR MEDICATION:** Family visitors may be permitted to bring prescribed medication in the prescription container with a current prescription from a physician. All medication brought to HDSP will be stored in the medication locker and transported to the visitor at the visitors request and given as prescribed. No over the counter medications are permitted. Family visitors may be permitted to retain a small emergency supply of critical medication. Such medication may be permitted with the Chief Medical Officer’s approval and a signed note from the family visitor’s physician explaining the need of the medication.

**ADA:** One (1) unit is set aside for the purpose of allowing access for wheelchair bound person(s). The inmate will need to inform his Correctional Counselor I, at the time of application request, if this unit is needed.

**ITEMS INMATES ARE AUTHORIZED TO BRING TO FAMILY VISITS:** All clothing must be State issue. No personal clothing of any kind will be allowed. Two (2) tee shirts, two (2) underwear and two (2) pairs of socks. One (1) pair of shoes and shower shoes. One (1) pair of jeans and shirt. One (1) toothbrush, comb, handkerchief, belt, razor, wedding ring, prescription glasses and glass case. One (1) jacket, thermal top and bottom, (cold weather only). Visitors will not be allowed to bring into this institution any clothing for the inmate to wear. If the inmate wears unauthorized clothing, the visit will be terminated and a CDCR-115 will be issued to the inmate and will be charged with possession of escape paraphernalia.

**COUNTS:** Inmates will be called prior to each count. Inmates will present themselves inside the full-length window adjacent to the front door of the visiting unit at the designated times.

If you have any questions regarding the Family Visiting Program, please contact the Family Visiting Officer at (530) 251-5100, extension 5715, Monday through Friday, 0730 to 1430 hours.

All rules and regulations are defined in the California Code of Regulations, Title 15, Subchapter 2, Article 7, Section 3174, Department Operations Manual Section 54020, and the High Desert State Prison’s Visiting Operational Supplement.

**HIGH DESERT STATE PRISON**
**FAMILY VISITING**
Family Visiting Program Information
Level III and IV

Welcome to the High Desert State Prison’s Family Visiting Program. This program is a means to help establish and/or maintain a healthy relationship between you and your immediate family. Family Visiting is a privilege for those inmates who are willing to abide by the rules and regulations set forth by this institution and the State of California. Every effort will be made to provide a pleasant atmosphere for the family visit within institutional security guidelines. It is every inmate’s responsibility that participates in the family visiting program to advise their prospective visitor(s) of the following information.

FAMILY VISITING APPROVAL PROCESS: A Family Visiting Application, (CDCR Form 1046) and a current quarterly menu, will be filled out by the inmate requesting a family visit and turned in to his Correctional Counselor I. The assigned Counselor will be responsible to verify inmate’s eligibility and immediate family member(s) as defined in the California Code of Regulations, Title 15, Article 1, Sections 3000 and 3174 (e), (1&2). The Counselor will also verify that the family visitor applicants have been approved for contact visits. All family visits will require the approval of the Unit Facility Captain. All visitor(s) must submit a Visiting Questionnaire Form (CDCR Form 106) and be approved by the Visiting Sergeant.

INACCURATE INCOMPLETE DOCUMENTS: If any forms Trust Account Withdrawal Form (CDCR Form 193), Menu, or Family Visiting Application (CDCR Form 1046) are determined by the Family Visiting Officer and/or Correctional Counselor I to be inaccurately calculated or incomplete will be immediately returned to the inmate for correction prior to scheduling of a family visit.

SCHEDULING: Completed and approved family visiting applications will be processed as received by the Family Visiting Officer on a first come first serve basis. Each week Facilities A, B, C and D (combined) will have four (4) family visiting sessions available: In-processing days are Mondays, Tuesdays and Fridays. Out-processing days are Mondays, Thursdays and Fridays.

NOTIFICATION: A Family Visiting Inmate Notification Form, (CDCR Form 1072), with the scheduled family visit date and a copy of this Family Visiting Program Information, will be forwarded to the inmate. It is the inmate’s responsibility to mail the completed CDCR Form 1072 to their family visitor. The inmate is also responsible to inform their family visitor(s) of the rules regarding this program. The family visitor will then sign and return the lower half of the CDCR 1072 Form to the Family Visiting Officer within 15 working days. The family visitor will also confirm their visiting intentions via a telephone call to the Family Visiting Office at (530) 251-5100, ext. 5715, no less than 48 hours prior to the family visit. Family visitors who confirm and then fail to appear for the family visit will be subject to suspension of their family visiting privileges.

FAMILY VISITING CHECK-IN AND CHECK-OUT: Check-in time is between 9:30 A.M. and 11:00 A.M. Family visitors are expected to stay their entire family visit. Out-processing at non scheduled times will require the approval of the Visiting Sergeant or Watch Commander. Check-out time is between 8:00 A.M. and 9:30 A.M. Family visits will last no longer than 69 hours.

VISITOR SEARCHES: All persons entering High Desert State Prison are subject to a search of their person, vehicle, and property. Visitors may leave the prison grounds rather than submit to a search. However, if the visitor refuses the search their visiting privileges will be canceled for that day. All personal articles will be inspected. Visitor(s) must pass through and clear the metal detector prior to entering the institution.

IDENTIFICATION: Family visitors eighteen (18) years of age and older must have a valid picture ID, (e.g. Driver’s License, DMV ID card, etc.). Wives will be required to provide an original or certified copy of a marriage certificate. The accompanying adult of minor children will be required to provide an original or
certified copy of a birth certificate. Minor children not accompanied by their legal guardian will also be required to provide a notarized letter of consent for the accompanying adult to bring the minor child on a family visit. This letter will include the name of the inmate to be visited.

**NO FOOD ITEMS ALLOWED:** All food is supplied through a vendor except baby food. Each family visiting unit has a kitchenette. All cooking and eating utensils are provided.

**FOOD FOR INFANTS:** Food for infants under two years of age may be provided by the visitor. All such food must be factory sealed and will be searched prior to the visit. Containers will be rinsed out and placed in the clean can receptacle located within the unit. Containers will be counted by the Family Visiting Officer at the conclusion of the visit.

**SPECIAL DIETS:** Visitors on medically prescribed diets may request the necessary food items to continue the diet. A notarized physician’s statement with a description of what the diet includes, and a way the diet must be continued throughout the three day period, must be submitted to the Correctional Counselor I with the family visiting application.

**TRUST FUNDS:** Funds to purchase food for the family visit will be withdrawn from the inmate’s trust account. The trust office will be responsible for payment to the contract vendor after the invoice is received, upon delivery of the food order. If funds are not available in the inmate’s account, the family visit request will be denied/canceled and the inmate must reapply to receive a new family visit date, via his Correctional Counselor I.

**MINIMUM FOOD PURCHASE:** Inmates will purchase at least two meals per day for themselves and each person visiting. Food not consumed shall be taken out by the visitor at the conclusion of the visit. The State will not reimburse or repurchase any unused food items. Unopened food items may be donated to the Friendship Place Friends Outside.

**DELIVERY FEE:** There will be a $10.00 delivery fee added to each order for the purpose of handling and delivery.

**RESTITUTION EXEMPT FUNDS:** Family visiting funds must be accompanied with a Family Visit/Temporary Community Leave Form (CDCR Form 1839), to be considered funds for family visiting. These funds will be placed on hold until either used for a family visit or if an inmate transfers, paroles, or is discharged.

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**ITEMS PROVIDED IN EACH UNIT:** In each family visiting unit there are two (2) twin beds, one (1) full size bed, six standard pillows and blankets. *DVD players, DVDs*, games, children toys, high chairs and playpens are available upon request. No toy guns allowed.

**THINGS TO BRING:** You will need to bring your own sheets, pillowcases, bath towels, hand towels, washcloths, dish soap and dish cloth. Three (3) changes of clothing per person. Personal items taken in by the visitor(s) must be taken out by the visitor(s). Inmates will not take anything back to their unit except the items listed on their inventory sheet. A total of two (2) sport type, soft luggage bags is authorized. No suitcases are allowed.

**PERSONAL HYGIENE ITEMS:** Deodorants, lotions, and soaps must be in transparent containers. Cosmetics must be non-glass and factory sealed - Maximum of one (1) each: lipstick, powder compact, eye shadow, mascara, blush, liquid makeup and eye liner, (1 ea.) toothbrush and toothpaste, (1 ea.) plastic comb and brush, 1 bag of disposable diapers, 1 disposable razor, 1-pack feminine hygiene products and ten (10) condoms - unused condoms must be removed from institutional grounds.
**JEWELRY ITEMS:** Allowable quantities of jewelry, one (1) wedding ring set or one ring, one (1) pair earrings, one (1) bracelet and one (1) chain with medallion. Excess jewelry will be secured in one of the family visiting lockers.

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**UNAUTHORIZED ITEMS:** No aerosols or any other flammable substance. No tobacco products. No blow dryers, curling irons, coffee pots, radios, cell phones, IPod’s, Personal Assistant Device, or any other electrical device. No cash, checks, postage stamps or charge cards. No ice chests, alcoholic beverage, or any items containing alcohol. No cameras (still, video, etc.) No underwire bras.

**VISITOR MEDICATION:** Family visitors may be permitted to bring prescribed medication in the prescription container with a current prescription from a physician. All medication brought to HDSP will be stored in the medication locker and transported to the visitor at the visitor’s request and given as prescribed. No over the counter medications are permitted. Family visitors may be permitted to retain a small emergency supply of critical medication. Such medication may be permitted with the Chief Medical Officer’s approval and a signed note from the family visitor’s physician explaining the need of the medication.

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**COUNTS:** Inmates will be called prior to each count. Inmates will present themselves inside the full-length window adjacent to the front door of the visiting unit at the designated times.

If you have any questions regarding the Family Visiting Program, please contact the Family Visiting Officer at (530) 251-5100, extension 5715, Monday through Friday, 0730 to 1430 hours.

All rules and regulations are defined in the California Code of Regulations, Title 15, Subchapter 2, Article 7, Section 3174, Department Operations Manual Section 54020, and the High Desert State Prison’s Visiting Operational Supplement.

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**FAMILY VISITING**

**HIGH DESERT STATE PRISON**
HIGH DESERT STATE PRISON

WARNING
PARKING VIOLATION

THIS SPACE IS RESERVED FOR HIGH DESERT STATE PRISON STAFF.

THE VISITOR PARKING AREA IS LOCATED IN THE FIRST TWO ROWS NEXT TO THE FRIENDS OUTSIDE TRAILER IN THE WEST PARKING LOT. THIS AREA IS DESIGNATED BY THE YELLOW PARKING SPACES. VEHICLES PARKED OUTSIDE OF THE DESIGNATED AREA MAY BE TOWED AT OWNER’S EXPENSE AND MAY RESULT IN DENIAL OF FUTURE VISITING PRIVILEGES.

HIGH DESERT STATE PRISON

(Detach and Place on Vehicle Windshield)

Visitor Parking Violation

Date_______
Plate #_____________
Driver License #_____________
Inmate Name _____________
CDCR#_____________
HIGH DESERT STATE PRISON
PHOTOGRAPH RULES

The following rules shall be adhered to when approving photographs taken by the inmate cameraman in the visiting room.

- The visitor must present a valid photo token to the inmate cameraman prior to taking the photograph.
- The assigned inmate cameraman must take all photographs.
- All inmates and visitors must adhere to institutional dress code.
- No doors with locks or staff are to be photographed.
- No visitor over 7 years of age will be allowed to sit on any inmate’s lap.
- No photographs are to be taken of inmates behind glass.

ACCEPTABLE POSES OF INMATES/VISITORS PHOTOGRAPHS:
- Side by side only (seated or standing) is permitted.
- You may face each other (no cheek to cheek contact) with visible space between.
- Holding hands is permitted. Hands must be in plain view at all times.
- Hands must not be placed on the chest area or from the waist down.

Acceptable poses are the responsibility of the visitor/inmate. Any photograph that does not meet the acceptable standards will be confiscated and destroyed. **NO REIMBURSEMENT WILL BE MADE FOR PHOTOS THAT DO NOT MEET THE PHOTOGRAPH RULES.**

After taking the photograph, the cameraman will take the photograph(s) and token(s) to the Visiting Officer to be inspected.

Any photographs deemed by Visiting staff to be of poor quality as a result of bad file, e.g. poor exposure, blurry, streaks, etc., will be retained and a retake will be granted at no cost to the visitor. **Inappropriate poses are the responsibility of the visitor/inmate.** These photographs will be confiscated without reimbursement to the visitor.

The designated area for all photographs will be next to the Visiting Room Officer’s podium, which is located at the rear of A, B, C, and D visiting rooms. This will allow staff to have direct observation of all photographs taken. If the party being photographed is too large to fit in front of the mural they may have the photograph taken in front of a wall.

Per Memorandum dated July 2, 1997, from David Tristan, Deputy Director: The taking of inmate photographs will be limited to a designated section of the inmate visiting rooms under the direct observation of Visiting staff. The taking of inmate photographs on the recreational yards is no longer authorized.
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**FACILITY B SEATING LOG**

**Date**

**Officers Podium.**