

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
IRONWOOD STATE PRISON**

**OPERATIONAL PROCEDURE #010
VISITOR CLEARANCE AND STAFF ENTRANCE/PEDESTRIAN SALLYPORT
ACCOUNTABILITY**

December 2014

I. PLAN NUMBER AND TITLE

- A. Operational Procedure #010
- B. Visitor Clearance and Staff Entrance Pedestrian Sallyport Accountability

II. PURPOSE AND OBJECTIVES

- A. The purpose of this procedure is to establish a means by which off-duty staff, official visitors, State employees of other State institutions and/or agencies, potential employees, media, community organizations, etc. may gain entrance to visit Ironwood State Prison (ISP) via the Staff Entrance/Pedestrian Sallyport.
- B. The objective of this procedure is to provide guidelines in order to maintain the highest possible level of safety and security for staff, inmates and visitors by ensuring that only authorized and properly cleared persons are admitted to the Institution and that all visitors are accounted for while on grounds at ISP.

III. REFERENCE

- A. Penal Code Section 2690, 4535, 4570, 4570.5, 4571, 4573, 4573.5, 4573.6, 4574, 4575, 4576.
- B. California Code of Regulations Title 15, sections 3260, 3273, 3283, 3289, 3304, 3409, and 3410.

IV. APPROVAL AND REVIEW

- A. This procedure shall be reviewed annually, in December by the Associate Warden of Central Operations.
- B. This procedure and any revisions to it shall be approved by the Warden prior to implementation.
- C. Next revision period is December 2015.

V. RESPONSIBILITY

- A. The Associate Warden of Central Operations is responsible for the overall operation of this procedure.
- B. The Warden via the Administrative Assistant/Public Information Officer (AA/PIO) shall be notified of any "non-routine" or special interest visitor(s) or a school group or tour that shall be on grounds or any significant visitor; i.e. any visitor other than the standard inmate visitors.

- C. The Custody Captain is responsible for the implementation of this procedure.
- D. The Watch Commander is responsible for:
 - 1. Ensuring no unauthorized persons and/or vehicles enter and/or leaves the institution.
 - 2. Ensuring the accountability of all non-custody staff.
 - 3. Fostering good community relations.
- E. The Watch Commander is responsible for training and assisting the Entry Building/Pedestrian Sallyport Officer when needed.
- F. The Entry Building/Pedestrian Sallyport Officer is responsible for:
 - 1. The control of all movement, into and out of ISP through the front entrance (Visitor-Staff Entrance/Pedestrian Sallyport).
 - 2. Fostering good community relations.

VI. METHODS

- A. Upon entering Institutional grounds, all persons are subject to the search of their person, property and vehicle.
- B. The following list details some of the types of searches that shall be performed.
 - 1. All packages, briefcases, purses, etc. are subject to a search prior to allowing them to be brought into the Institution.
- C. The following list of potential visitors must receive written approval from one of the designated staff prior to entry inside of the security perimeter of ISP grounds. A visitor is considered anyone who is not employed at ISP or an ISP employee who is off-duty.
- D. Therefore, State employee employed at any State agency, an employee assigned to a different institution, an off-duty employee or any member of the public, including community organizations, is considered a visitor.

TYPE OF VISITOR	APPROVED BY
Elected officials, media or visiting dignitaries	Custody Captain or Associate Warden of Central Operations; copy of the approved clearance form shall be forwarded to the Warden via the AA/PIO.
Private citizens or employees of related government agencies for tour purposes.	Custody Captain or Associate Warden of Central Operations; copy of the approved clearance form shall be forwarded to Warden via the AA/PIO.
Ex-Felons including active parolees, discharges or someone on probation.	Warden
Entertainers; recreational groups; educational or vocational tours. Note: A copy of the visitor gate clearance shall be provided to the Associate Warden of Central Operations for guests cleared relative to an educational or vocational program.	Custody Captain or Associate Warden of Central Operations; copy of the approved visitor clearance form shall be forwarded to the Warden via the AA/PIO.
TYPE OF VISITOR	APPROVED BY
Union Representatives	Associate Warden of Central Operations or Custody Captain; copy of the approved visitor clearance form shall be forwarded to Employee Relations Officer, Division Heads or Business Manager.
Off-duty personnel and employees of other State Agencies to include other Institutions.	Associate Warden of Central Operations or Custody Captain.
Job/promotional applicants	Associate Warden of Central Operations or Custody Captain.
Investigators, Marshals, Law Enforcement Officials, etc., regarding specific inmate(s).	Associate Warden of Central Operations or Custody Captain after approval from Litigation Coordinator or Investigative Unit.
Attorneys, Investigators, Marshals or Law Enforcement Officials requiring contact with staff regarding Personnel Board Adverse Action related issues.	Associate Warden of Central Operations or Custody Captain, copy of the approved visitor clearance form shall be forwarded to Investigative Lieutenant, AA/PIO, and Employee Relations Officers.
Deputy Attorney General, Administrative Hearing Judge or Defense Counsel (State Personnel Board Adverse action related issues).	Associate Warden of Central Operations or Custody Captain.

E. Visitor Clearance

1. The visitor requests for clearance shall be submitted on a State Clearance Form signed by the person submitting the form and Department Head requesting the clearance.
2. The Visiting Sergeant or designee shall then run a background check on the visitor(s) via the California Law Enforcement Telecommunications System (CLETS). CLETS reports shall be reviewed by the Visiting Sergeant or designee, with a recommendation for approval/disapproval, and shall be sent to the Custody Captain (or the Associate Warden of Central Operations if the Custody Captain is not available) for final review and approval.
3. After the Custody Captain or Associate Warden of Central Operations signs off on the clearance, a copy is retained in the Visiting Office and additional copies are distributed to the Entry Building Officer, and the requestor. The date of birth and Social Security Number are blacked out prior to distribution for security purposes. The original is filed in the Visiting Office Technician (OT) Office. The forms are retained for one year then purged. Law enforcement, attorneys, and other litigation staff will only have badge numbers, state bar, court reporter, or private investigator numbers listed.
4. The signed Visitor Clearance Form and Memorandum shall be posted at the Staff Entrance/Pedestrian Sallyport a minimum of 24 hours prior to the visit. Visitor Clearance Forms are not to be made available for public viewing as there may be private information regarding the person on the form that should not be viewed by others.
5. Upon expiration of approved Gate Clearance copies, they are to be removed from the Gate Clearance Book located at the Staff Entrance Desk and forwarded to the Visiting Sergeant's Office for proper disposal.

F. Volunteers

1. Volunteers are defined as persons who perform a service for the Department of Corrections without compensation. Examples include:
 - a. Religious Volunteers
 - b. Educators/Instructors
 - c. Entertainers
 - d. Community Outreach Organizations
2. Volunteers who perform services on an on-going basis are referred to as long-term volunteers. Those who perform a service on a temporary basis, or for a specified period of time, are referred to as short-term volunteers.

3. All administrative volunteers (i.e. Self-Help Groups) must submit applications to the Community Resource Manager (CRM) and undergo a security screening and to include a live scan. All religious volunteers must submit applications to the respective religious chaplain, Native American Spiritual Leader, etc., who will forward the completed forms to the CRM. The CRM will review and sign the form as requestor and forward to the Visiting Department for a security screening. Long-term volunteers shall be issued brown photo Identification (ID) Cards, which shall be kept in a locked box at the Staff Entrance/Pedestrian Sallyport. Volunteers will exchange a valid Driver's License for a Brown Identification Card and upon leaving the institution the Brown ID will be exchanged for the Volunteer's Drivers License. These ID cards shall be issued upon arrival and retrieved by the Entry Building Officer upon the departure of the volunteer. Short term volunteers shall not be issued an ID card, a completed and approved visitor clearance form shall be kept at the Staff Entrance/Pedestrian Sallyport; a temporary visitor's pass shall be issued by the Entry Building Officer when the volunteer signs in. All volunteers must present valid photo ID upon entering the institution. All volunteers shall sign in and out in the Visitor's Log. All volunteers must update their clearance form annually.
4. The Watch Commander will be notified when Brown Card holders and Volunteers enter the grounds after duty hours for accountability purposes.

G. Off Duty ISP Staff

1. In cases of off-duty ISP staff requesting to visit the institution, authorization to enter may be granted by the Watch Commander.
 - a. The employee must be in possession of their state-issued ID card. The purpose for the employee's entry must be disclosed at the time he/she enters the institution and the Watch Commander must be informed of that purpose.
 - b. The employee shall be required to sign in on the Visitor Log and the employee is authorized access only to those areas of the institution relevant to the employee's stated purpose for entering the institution. Upon completion of the employee's stated business, he/she must immediately leave the institution.

H. State Employees of other Institutions

1. In cases of off-duty personnel from other institutions requesting visitation, authorization to enter the institution may be granted by the Watch Commander.
 - a. The employee must be in possession of their state-issued ID card and sign in the visitor logbook and be issued a visitor pass. The purpose for the employee's entry must be disclosed at the time he/she enters the Institution and the Watch Commander must be informed of that purpose.

- b. Employees from other institutions of the Department of Corrections who are not on official business shall require an escort while on institutional grounds.
- c. Medical staff from CVSP will follow the same process outlined; they must be in possession of their state-issued ID card and sign in the visitor logbook and be issued a visitor pass.

I. Visitor Accountability

- 1. Utilizing visitor clearances and a staff/visitor pass and log provides accountability of all official visitors and all other custody employees entering or leaving institutional grounds or the security perimeter fence.
- 2. Visitor Clearances are color coded as follows:
 - a. Golden Rod – Visitor Pass – Issued to persons previously cleared per visitor clearance procedure. Numbered 1-50.
 - b. Pink – ISP Staff – Issued to ISP Staff not in possession of state ID. A photo ID is required to obtain a pass. The approval of either the Watch Commander or Custody Captain is required. Labeled A-Z- Printed on pass.
- 3. The passes shall measure approximately three and one-half inches along the top and bottom, and approximately two and one-half inches along the sides. There shall be a hole punched near the top of the pass at the center and a ball clasp chain shall be fastened to the pass so the pass may be worn on the outside of the visitor's clothing.
- 4. The Visitor Passes shall be printed as follows:
 - a. The number of the visitor passes (1 through 50) shall be printed in red ink on the lower right corner of the pass.
 - b. The Visitor Pass itself shall be printed in black ink, in fairly large, bold, upper case letters in the center of the pass. Above this and printed in smaller letters, centered on the card, shall be the words "Ironwood State Prison" in upper and lower case letters.
- 5. All Visitor Passes shall be secured in a locked box at the Staff Entrance/Pedestrian Sallyport. All Visitor Passes shall be periodically accounted for during each Watch, and formally inventoried at each shift change. The Entry Building Officer shall inventory the Visitor Passes upon assuming his/her post each shift. Any passes not on hand shall be checked against the Visitor Information Log to ensure it has been issued for accountability of visitors.

6. Any pass that cannot be accounted for shall be logged in the Entry Building Officer's logbook and reported to the Watch Commander. Every effort shall be made to track down the person to whom the pass was last issued and to ascertain its whereabouts, and have it returned. If the pass cannot be found by contacting the individual to whom it was last assigned too, a search of the area where the individual was will be conducted. If the person responsible for the pass cannot be located staff will initiate the Staff Accountability Procedures.

J. Identification and Processing

1. All ISP employees shall ensure their ID cards are secured to prevent loss. The use of "alligator clips" is not permitted.
2. Every person entering or exiting the inside perimeter must hand his/her ID card to the Entry Building Officer for positive ID and staff accountability. The Entry Building Officer shall view the front and back of the ID card, verifying the identity of the person, expiration date and the ISP identification number.
3. All official visitors to ISP shall sign in the Visitor Log and enter at the Front Entrance. Upon departing, visitors will log out showing the departing time and return their visitor pass.
4. Official visitors shall hand their official ID issued by their employing agency to the Entry Building Officer. The Entry Building Officer will ensure the ID is valid and matches the description of the individual in front of him/her prior to returning the ID.
5. Unofficial visitors and guests shall hand acceptable ID to the Entry Building Officer, which may include, but is not limited to the following:
 - a. Valid Driver's License.
 - b. Valid Department of Motor Vehicle ID Card, with photograph.
 - c. Valid Federal Passport, with photograph.
 - d. Armed Services ID Card.
 - e. ID Card issued by the Department of Justice-Immigration and Naturalization.
 - f. Picture ID issued by the Mexican Consulate entitled Secretaria De Relaciones Exteriores, Servicio Exterior Mexicano, Certificado De Marticula Consular.

6. Once proper ID and clearance procedures have been met, the Entry Building Officer shall determine the nature of the business and the staff contact person.
7. The Entry Building Officer shall issue a pass to the visitor and/or have him/her sign the visitor log utilizing the process indicated below:
 - a. Contractors:

Contractors may be at the institution to provide services under contract or may be "on-call" for repairs, installation, or service, within the institution.

- 1) Contractors and their employees shall be required to have visitor clearances on file at the Staff/Entrance/Pedestrian Sallyport and be issued visitor passes upon arrival at the Staff Entrance, before arrival at the Sallyport.
- 2) Any tools which a contractor brings in shall be inventoried by the Entry Building Officer. A written inventory must be included in the tool case/box. All tools carried in by the contractor must be included on the inventory.
 - a) Any tool which is on the inventory, but not in the tool case/box at the time the contractor enters the security perimeter, must be lined out, signed out and dated by the Entry Building Officer before allowing the contractor inside the security perimeter. All tools carried in by the contractor must be inventoried and accounted for upon exiting the secured perimeter.
 - b) Any tool discovered missing shall be immediately reported to the Watch Commander, a Lost Tool Report shall be completed and a thorough search of the area in which the contractor was working shall be done.

b. State Employees and Law Enforcement:

The following applies to those personnel from other institutions or agencies conducting business or touring this facility in an official capacity, including law enforcement.

- 1) Law enforcement officers who arrive at ISP to pick up a prisoner or surrender custody of a prisoner shall enter the institution through the Vehicle Sallyport. No visitor pass is needed.

- 2) All law enforcement officials shall have made prior arrangements with Investigative Services Unit (ISU) to interview an inmate at ISP. Upon arrival for the purpose of interviewing an inmate, the Entry Building Officer shall contact ISU office for an escort officer, issue a Visitor Pass and:
 - a) Ensure all weapons have been secured at ISP Tower #1.
 - b) Immediately notify the Watch Commander.
- 3) Should anyone arrive for the purpose of serving legal papers or subpoena, the Entry Building Officer shall ascertain the nature of the legal papers to be served and the Litigation Department shall be notified.
 - a) If the legal papers are to be served on an inmate, the Entry Building Officer shall notify Litigation who shall then notify the Case Records Manager.
 - b) If the legal papers are to be served on an employee, the Entry Building Officer shall notify Litigation.
 - i. The service of legal papers on employees regarding personal matters is prohibited. The Entry Building Officer shall inform the person that such legal papers cannot be served while the employee is on duty. If there are any problems, Litigation should be informed.
 - ii. If the legal papers are regarding State related business, Litigation shall accept service of the papers.
- 4) Should any of the above listed visitors arrive at ISP during non-business hours, the Entry Building Officer shall immediately notify the OP Sergeant and Watch Commander.

c. Attorney Visits

Attorneys wishing to visit an inmate must schedule the visit through the Litigation Coordinator. Anyone wanting to bring tape recorders, cameras, or video equipment on institution grounds must be approved via the AA/PIO. All attorneys or litigation staff must notify the Litigation Coordinator upon their arrival.

- 1) An attorney wishing to visit an inmate shall request an appointment by calling or writing the Litigation Coordinator. While five days notice to schedule an attorney visit is requested, an approved attorney or attorney representative shall provide the Institution/Facility with no less than two business days notice to schedule a private consultation with an inmate.
- 2) Private consultation between an inmate and his or her attorney representative will be accommodated during the institution's regularly scheduled visiting days and hours.
- 3) 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.
- 4) The institution head or designee 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.
- 5) Attorney visits will be conducted in a **confidential area** specified by the Institution, unless the attorney stated that the meeting does not need to be confidential. When a compelling need exists, the institution head or designee may authorize a contact attorney visit for an inmate on non-contact visiting status.
- 6) 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.

d. Visitors for Special Events:

- 1) All activities, which shall include outside guests, such as self-help groups, religious or athletic organizations, etc., require the written approval of the Custody Captain. This authorization shall include the names of the authorized participants.
- 2) Entry shall be permitted only to those persons listed on the authorization and who present proper ID.

- 3) The participants shall remain at the gate until they are met by the employee group sponsor or designated staff member.
 - a) The group sponsor and/or the escorting officer shall be with the group at all times while they are on the institutional grounds.
 - b) The participants shall be escorted by the group sponsor or designated staff member and shall move as a group to and from the event.
 - 4) Additions to the authorized list or participants may be made only by the Watch Commander or higher authority.
 - 5) The visitor gate clearance sheet listing all individuals shall be retained by the group's staff sponsor who shall be required to sign in and out on the Visitor Information Log.
 - 6) The Entry Building Officer shall positively identify each member of the group via their photo ID, have them sign the Visitor Log Book and issue each member a golden rod visitor pass. The pass number shall be entered on the Visitor Log next to the visitor's name.
 - 7) Upon leaving the institution, the visitor must sign out and must return the pass. Entry Building Officers are to check the ID of all visitors departing to verify identity.
- e. The following procedure shall apply for official visitors in cases where the institution has requested their services and/or they are involved in doing follow up work or interviewing staff or inmates.
- 1) The department/agency is required to contact the Warden's Office at least 24 hours in advance of the visit. The notice is to advise the Warden's Office via the AA/PIO of the date, time and purpose of the visit.
 - 2) The Warden's Office through the AA/PIO shall ensure the necessary Visitor Gate Clearance is forwarded to the affected Administrator's Office so arrangements can be made through the Custody Captain for escort of the visitors. The clearance shall bear a notation indicating what staff assignments may be utilized by the Custody Captain's Office for escort duty.

Special Escorts:

- a) The Custody Captain's Office shall make arrangements for provision of escorts for officials designated above.
 - b) These escorts shall be provided as designated by the Warden or designee for that department/agency. These escorts are to remain with those employees during their entire stay in the Institution.
 - c) The selection of appropriate staff to escort these official visitors shall be made from custody, non-custody, or other personnel assignments, at the discretion of the Warden via the AA/PIO.
- 3) Official visitors in the described categories performing a service to the Department shall be extended every effort by staff to assist them in completing their assignments.
 - 4) Parking for official visitors shall be provided.
 - 5) Equipment necessary for official visitors' assignments shall undergo standard search and security procedures and, if necessary, institution transportation shall be provided to the area of the visit.
 - 6) Other official visitors and distinguished visitors arriving un-announced to visit the institution, shall be properly identified by the Entry Building Officer. The Entry Building Officer shall immediately notify the Watch Commander who shall notify the appropriate staff of their arrival.
 - 7) Escorts shall be provided by the Watch Commander, unless it is otherwise indicated by the Warden's Office via the AA/PIO.
 - 8) Distinguished visitors, which include the Governor, State Legislators and other elected or appointed officials, shall be permitted to visit and tour institutions without prior notice. Appropriate escort shall be provided and all reasonable access and cooperation shall be given.
 - a) Visits by distinguished visitors are usually handled by advance notice through the Director's Office.

- b) State Legislators and other elected state officials may be denied only during emergencies with approval of the Director. Guests accompanying elected state officials may be denied access in the absence of prior approval of the Warden.
 - c) News Media Representatives shall not be permitted to accompany elected officials and candidates for political office on tours and visits; however, members of the news media may be admitted if prior written approval is obtained from the Warden. Upon the arrival of a News Media Representative, the Custody Captain and Watch Commander will be notified.
- 9) Grand Juries are entitled to free access at reasonable times for examination of public records. Staff escorts shall be available to guide and assist as necessary.

K. Accountability of non-custody staff

1. The Employee Log located at the Staff Entrance/Pedestrian Sallyport shall contain a list of all non-custody employees and Custody staff that are not on FLSA who are employed by ISP. Each page in this binder is placed in a sheet protector, which allows staff to make and erase marks with a grease pen for staff accountability. The binder shall include the work hours and the work area of each employee. The various work areas shall be divided into the following sections for quick reference:
 - a. Central Operations
 - b. Facility A, B, C and D
 - c. Medical
 - d. Plant Operations
2. Staff are accounted for by the Entry Building Officer who places a check with a grease pencil by the employee's name as they enter the security perimeter. As the employee exits at the end of their shift, the Officer erases the check mark. Staff entering/exiting shall identify themselves by relinquishing their State ID card to the Entry Building Officer.
3. During high traffic periods or shift change, a supervisor shall be responsible for maintaining the Employee Log as the Entry Building Officer and/or other assigned correctional staff inspects State ID cards and personal items being carried in or out of the security perimeter by staff. During other times, the Entry Building Officer shall be solely responsible for the accountability of staff, checking ID cards, and inspecting incoming/outgoing items.

4. During non-peak hours, the Entry Building Officer is responsible for the security and monitoring of all Employee Logs. These logs are to be reviewed and checked by the Entry Building Officer at least every two hours to ensure all staff are accounted for. If the Entry Building Officer discovers a staff member from a previous shift has worked past his/her regularly assigned hours and is still registered as being inside the security perimeter, the Entry Building Officer is to immediately communicate this discovery to the Watch Commander. The Entry Building Officer will call the person's office or the facility to try and have someone locate the staff member. If the Entry Building Officer is unable to locate the staff member he/she is to notify the Watch Commander.
 - a. The Watch Commander shall initiate a search to locate the unaccounted staff member.
 - b. This may necessitate contacting the staff member at home via telephone; therefore, it is imperative a current listing of all staff member's emergency notification number be located in the Watch Commander's office.
 - c. When the Watch Commander is unsuccessful in making contact with the employee in question, he/she will make contact with the local law enforcement agency that resides over the employee's current address and request that a welfare check be completed.
5. Designated area supervisors, both custody and non-custody, are required to ensure all assigned staff have left their assigned area at the end of each work shift.
6. The Personnel Office shall have the responsibility for updating the Employee Log for all watches. If an employee transfers, a new employee is hired or an employee receives a change in his/her work area, Personnel shall update the list and send corrected copies to the Staff Entrance/Pedestrian Sallyport. The Visiting Sergeant is responsible for ordering grease pencils for the Entry Building Officer.
7. All persons entering the security perimeter through the Staff Entrance/Pedestrian Sallyport must exit through the same entrance. Custody Staff entering the security perimeter through the Vehicle Sallyport, must first check in at the Staff Entrance/Pedestrian Sallyport and be marked "checked in" in the Employee Log. When exiting the security perimeter through the Vehicle Sallyport, staff shall check out with the Staff Entrance/Pedestrian Sallyport.
8. Any employee working approved overtime after normal business hours (1630) in a non-posted position must call the Watch Office and indicate where the overtime is being worked and their anticipated time of departure. When concluding the overtime, the employee shall call the Watch Office and report his/her departure and the information will be logged on the institutional Daily Activity Report (DAR).

L. Firearms and Emergency Equipment

1. Firearm storage facilities are available at ISP, Tower #1. Detailed procedures are documented in the Confidential Operational Procedure #RES569, titled "Non-State Issues Weapon Storage."
2. At no time shall any employee wear or use personally owned weapons while on duty. **THERE IS NO EXCEPTION.**

M. Liquor, Drugs, Narcotics, etc.

1. No liquor, illegal drugs or narcotics shall be permitted on the grounds at any time. Visitors who require the use of prescribed medication, such as heart patients, shall be permitted to bring in only the amount needed for the duration of one visit.
2. In cases where the visitor arrived by means other than personal transportation, the Entry Building Officer shall require the visitor to leave any excess medication at the Front Entrance/Pedestrian Sallyport in the lockers provided there.
3. Visitors obviously intoxicated or under the influence of drugs/narcotics shall not be admitted.
 - a. The Watch Commander shall be notified immediately of such a situation.
 - b. The Watch Commander may deem it necessary to call the Blythe Police Department at (760) 922-6111.
 - c. The OP Sergeant and/or Watch Commander shall be contacted for assistance if the individual is detained.
4. The ISP Watch Commander shall contact the Administrative Officer of the Day (AOD) in all such cases occurring after regular working hours. Proper documentation shall be made and forwarded to the Custody Captain, Chief Deputy Warden and the Warden.

N. Inmates:

1. All inmates shall enter and exit the security perimeter through the Vehicle Sallyport.

No inmate shall exit through the Front Entrance/Pedestrian Sallyport, no exceptions.

O. Prohibited Clothing/Items:

1. Visitors shall not wear clothing that resembles state-issued inmate clothing (blue chambray or blue denim). This restriction applies to any combination of the colors or materials.
2. No forest green color or camouflage pattern articles of clothing (military type clothing or military fatigues, only exception is active duty military personnel).

3. No transparent clothing, strapless, halter, spaghetti straps, or bare midriff clothing, tank tops/sling- shot shirts.
4. No attire displaying obscene/offensive language or drawings.
5. No plain white tee shirts or gray sweatshirts or sweat pants.
6. The Entry Building Officer shall ensure visitors entering the security area are properly attired. Individuals attired in tank tops, revealing shorts, blue denim or yellow rain jackets shall not be allowed.
7. The Entry Building Officer shall search all packages (e.g. luggage, attaché or brief cases, lunch bag, etc.), to ensure contraband items (i.e., drugs, weapons, **glass bottles**, metal utensils, etc.), are not introduced into the institution security area.
8. Staff shall not bring unauthorized personal items on institutional grounds refer to DOM Supplement 52050.15.
9. A lunch box/bag/cooler (not to exceed 16Lx14"Wx12"H) and thermos, containing employee lunch or dinner, and a briefcase (not to exceed 18"x14"x6") for supervisors or others requiring the use of such for work purposes is authorized.
10. State issued cell phones or wireless communication devices will require staff to provide to the Entry Building Officer a wireless communication/I-Phone identification card upon entering the inner perimeter.
11. All Entry Building Officers, including Sallyport Officers, are prohibited from accepting gifts of any kind, including food items, commodity samples, etc.
12. The following items are not authorized within the institution inner security perimeter or on the job site at an institution or facility:
 - a) At no time shall firearms, explosives, chemical agents, alcohol, narcotics, or drug paraphernalia be allowed on institutional grounds.

If you suspect a person of carrying any of the above, contact the Watch Commander.

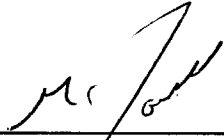
- b) At no time shall cell phones or wireless communication devices that are not State issued be allowed on institutional grounds.
- c) Firearms will be stored in accordance with Restricted Operational Procedure #RES569, titled; Non-State Issued Weapon Storage.

P. Hostages:

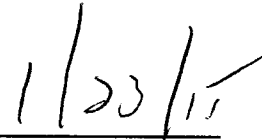
If it is apparent there is a hostage situation, **Do Not Allow Access To or From The Institutional Grounds. Notify The Watch Commander Immediately!!!**

Attachments

- A. State Clearance Form
- B. Visitor Pass Accountability Log



NEIL MCDOWELL
Warden (A)
Ironwood State Prison



Date