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54020.4
ACCESS TO VISITING
POLICIES AND
REGULATIONS

All inmates shall have access to this DOM Supplement. All libraries are required to provide access to the Inmate population.

54020.7
VISITING DAYS, HOURS,
AND APPOINTMENTS

Visiting hours are from 0830 to 1500 hours on Saturdays, Sundays, and on the following Holidays: New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day.

Inmates housed in Administrative Segregation, Reception Center, Orientation, and/or any inmate assessed visiting restrictions as a result of a Rules Violation Report are restricted to non-contact visits only.

Visitors may request their non-contact visiting appointment by e-mailing their request to lacvisiting@cdcr.ca.gov. The request should include the visitor's first and last name, inmate's name and CDC number, and the preferred date and time of appointment.

E-Mails for non-contact appointments must be received between 0600 and 1200 hours on Mondays for inmates housed on any facility. Requests received before 0600 or after 1200 hours will not be processed.


Appointments shall be scheduled in the order they are received; reply confirmations shall be sent out no later than the Wednesday prior to visiting of that week. Appointments shall be assigned as close as possible to the requested time.

Twenty-four (24) appointments per facility will be available for scheduling via email. The remaining twelve (12) appointments will be available for telephone reservations only.

Telephone appointments shall be scheduled on Thursdays and Fridays from 0800 to 1200 hours.

Visitors shall be permitted on institutional grounds beginning at 0630 hours, and shall be directed to park their vehicles in the visitor parking lot. Visitors shall receive their CDCR-1000 Visitor Pass from the Main Gate Officer at their time of arrival.

Visitor processing shall not be suspended during routine institutional counts. This does not prohibit the suspension of visitor processing during emergency counts.

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54020.11
PROCESSING VISITORS

Upon arrival at the visitor processing area, the visitor shall complete a CDC Form 1000, Visitor Pass.

Visiting staff shall:


- Request picture identification in accordance with this Article. A certified copy of each minor's birth certificate or county-embossed abstract of birth shall be presented.
- Verify approval to visit via the CDC Form 120, Visiting Record, or automated visiting system.
- Determine visiting status; e.g., non-contact, order for an unclothed body search or other restriction/instructions, and follow any special instructions posted on the automated visiting system.
- Enter the date of the visit on the automated visiting system.
- Stamp the right wrist of all visitors age seven and older with fluorescent ink prior to their entrance into the institution/facility.
- Search/Inspect all visitors in accordance with CCR Section 3173.2.

Staff shall identify visitors prior to their exit from the institution/facility by positive physical identification, inspection of their identification card, CDC Form 1000, and wrist stamp.

Visitors for inmates eligible for contact visits who don't have an appointment shall be conducted according to the numerical number stamped on the CDC-1000 visitor pass. Visiting Officers shall call out the visitor's last name and the pass number as they process visitors into the secured perimeter. This procedure will afford the members of the public an approximate time for processing.

Visitors shall proceed to their appropriate visiting facility. Visitor with ADA concerns upon request shall be transported in the ADA equipped visiting bus.

Upon arrival to the Facility Visiting Lobby, visitors shall surrender their identification and visiting pass. The Lobby Officer shall positively identify the visitor using the visitor's identification, scan the visitor's stamp using the ultra-violet light, and log in the visitor on the Adult/Minor Visitor Log. The Lobby Officer shall contact the Inmate's housing unit and notify the housing unit staff of the visit. The Lobby Officer will retain possession of the visitor's identification card and return the CDCR-1000 back to the visitor. The visitor will proceed to the podium where the Podium Officer will log in the visitor's arrival time on the Strategic Offender Management

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System (SOMS). Outdoor Patio seating is available on Facility A. Upon reporting to the Podium Officer, the visitor may request to be assigned outdoor seating.

The Podium Officer shall announce the 1400 hours outline at 1355 hours and will continue processing visitors out of the visiting room until 1430 hours. All visitors remaining in the visiting room after 1430 will not be processed out until 1500 hours. The Podium Officer shall process all outgoing visitors on the SOMS. All visitors will be positively identified by utilizing the visitor's pass, identification card, and inspecting the ultra-violet stamp.

54020.16 LOCKERS

Lockers may be available in some visitor processing areas for storage of items that are not permitted into the visiting areas.

The institution/facility shall not be responsible for the loss or theft of personal items left in lockers.

54020.19 VISITOR INJURY OR EMERGENCY MEDICAL ASSISTANCE

Emergency medical attention may be provided to visitors who become ill, injured, or require medical attention while on institution/facility property. The responding staff member shall make every effort to preserve life.


- This may include first aid, CPR, and other life-saving measures for which the employee is trained and/or certified. Life support measures shall be continued until the medical personnel arrive.
- Staff may contact a visitor's relative or friend to assist in the transportation of the visitor. An ambulance may be summoned for visitors requiring emergency medical attention. The institution/facility is not responsible for payment of services provided by outside agencies.
- The watch commander shall immediately be notified, and the appropriate documentation shall be completed.

If a visitor alleges injury, or was involved in an accident on institution/facility property, a STD Form 268, Accident Report, shall be completed by visiting staff.

A Visiting Supervisor shall photograph the injury and complete a Notice of Unusual Occurrence (NOU). A copy of the NOU, the CDCR-7219, and the original photographs shall be forwarded to the Litigation Coordinator.

54020.20 VISITORS BASIC DRESS STANDARDS/ PROHIBITED ATTIRE

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

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

- Shoes or sandals shall be worn at all times. Shower shoes and bedroom slippers will not be allowed.
- Buttons, snaps, and zippers shall remain fastened.
- Undergarments shall be worn beneath translucent clothing, under all circumstances.
- For security reasons, no brassiere will have metal underwires.
- All shorts and skirts, including slits in the garment, shall not expose more than two inches above the knee when standing.

Prohibited Attire:

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

- Clothing which, in any combination of shades or types of material, resembles state issued inmate clothing (e.g., blue denim or chambray shirt, blue denim pants, reception-center attire).
- Law enforcement, military-type, or camouflage-patterned articles of clothing including rain gear when not legitimately worn by an individual on active duty or in an official capacity.


Clothing that:

- Exposes the breast/chest area, genitals, or buttocks.
- By design, manner worn, or due to the absence of, allows the anatomical detail of body parts or midriff to be clearly viewed.
- Are sheer or transparent or excessively tight.
- Attire or accessories displaying obscene/offensive language, drawings, or objects.
- Head coverings, readily removable hair pieces, or gloves, with the exception of clear see-through rain gear for inclement weather.
- Any other clothing, garment, or accessory that when compared to the expressly specified standards above would warrant disapproval.

Exceptions:

Hats, wigs, gloves, religious veils, or hairpieces are permitted with the prior written approval of the institution head or designee.

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

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- Any white shirts must have a large logo on the front.
- Visitors who are active or reserve members of the United States Military shall be allowed to visit while wearing uniforms. Visitors shall present their valid Armed Forces Identification Card to confirm their military status.
- Visitors shall be permitted to wear cold weather head coverings and gloves starting October 15th and ending April 1st. No Logos are permitted on these items.

Allowable religious items will be thoroughly searched by visiting staff upon entering and exiting the visiting area. All wedding bands, necklaces, and pendants shall be documented on the Inmate Jewelry Log by the Search Officer.

54020.21 **PROCESSING OF** **INMATES**


All inmates shall report directly to the Podium Officer. Close A Custody Inmates must disclose their custody status to the Podium Officer. Close A Custody Inmates shall be out-counted, inside their assigned visiting rooms, no later than 1130 hours.

Any inmate classified as Close A Custody who is not out-counted, will not be released from their housing unit to the visiting room until the 1200 hours Close Custody Count clears.

Inmates designated as Close A Custody shall be allowed access to the Outdoor Visiting Patio. Inmates assigned to a table on the visiting patio shall sit on the opposite side of the table from the visitor. Only one (1) inmate and up to five (5) visitors will be allowed on each patio table. Inmates shall face the Officer's station and all hands shall be in plain view of staff.

54020.21.1 **INMATE VISITING DRESS** **STANDARDS**

Shirts shall remain tucked in at all times while in the visiting room. Hair will be neat and free of braids, rubber bands, and hair ties. Allowable religious items must be worn under the clothing and not visible. Inmates will not be allowed to wear or have in their possession a watch/time piece while in the visiting room. Only state issued clothing is allowed inside the visiting rooms. The use of canvas type/soft shoes is limited to state issued shoes only.

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54020.21.2
AUTHORIZATION OF
EXCUSED TIME OFF
UNDER
EXTRAORDINARY
CIRCUMSTANCES

Regular visiting under extraordinary circumstances. The following are extraordinary circumstances for which use of ETO is authorized:

- Out-of-state visitors. Upon verification that the visitor(s) resides out-of-state and is in California for a temporary stay of 30 days or less, and the visitor(s) has not visited with the particular inmate for four months. No more than two such visits shall be permitted for each such occurrence.
- Excessive distance. When a visitor must travel a distance of 250 miles or more, and has not visited the inmate within the last 30 days.
- Infrequent visits. When a visitor unexpectedly arrives who has not visited in the last six months, the visit will be considered an infrequent visit.

54020.22
NON-CONTACT VISITING

All visitors are required to arrive at the Visiting Center a minimum of one half hour prior to their appointment time for processing. Visitors who arrive late will not be processed. All visitors must have an appointment to visit inmates on non-contact status. Visitors arriving at the Visitor Center without an appointment will not be processed.

54020.25
VISITING PHOTO
PROGRAM


Visitors shall purchase photo ducats from the stationary photo ducat machine located in the Visitor Processing Center. Inmates are not allowed to be photographed alone or with another inmate. Visitors shall be allowed to be photographed alone. Photo ducats are not refundable for photographs determined to be unacceptable by the Podium Officer.

The following rules regarding acceptable photographs are to be strictly enforced:

- Photos shall only be taken in the designated area adjacent to the Visiting Officer's Podium.
- Only the inmate and his visitor(s) may be in the photo.
- No "gang" associated signs or clothing will be allowed.
- Photos will be in good taste and respectable.

54020.29
VISITING CONDUCT

An inmate and their visitor may briefly embrace and kiss at the beginning and end of each visit. Except for holding hands, in plain view of custody staff, during their visit no other body contact is permitted. All other body contact, including but not limited to prolonged kissing, hugging, massaging, fondling, arms on shoulders, sitting on laps, inter-twined legs, etc. is not permitted in the visiting room or while taking photographs.

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Except as specified below:

- An inmate may hold his or her minor children. Inmates may also ☐ hold minor children accompanied by an adult. Such contact will ☐ be monitored to ensure compliance with CCR Sections 3007 ☐ (Sexual Behavior) and 3173.1 (Visiting restrictions with minors).


One (1) parent shall be present at all times to supervise children in the play area. The second parent may be allowed in the play area based on space availability. Food or drinks are not allowed in the play area. Visiting shall be terminated for the day if any minor is found unattended or unsupervised. Parents and minors shall act appropriately and avoid causing disruptions in the visiting rooms.

Vending machines and microwaves are out of bounds for all inmates. Inmates may briefly walk to the vending machines to assist their visitor with multiple food items. Any inmate loitering at the vending machines and microwaves is prohibited. Visitors shall remain seated while the vending machines are being restocked. Visitors are to refrain from approaching the vendors and/or the machines while restocking. Visitors who experience difficulties with the vending machines shall notify the officers of their concerns. All questions and complaints shall be forwarded to the vending manager.

54020.31
SUSPENSION OF
VISITING PROGRAM

Visiting is subject to closure without prior notice during facility lockdowns and/or other serious incidents. The following procedure shall be employed in the event an emergency count is initiated after the start of inmate visiting.

1. Visitor processing shall be determined by the Watch Commander, Captain, or A.O.D. to determine if non-employee traffic must be halted to protect the safety and security of the Institution.
2. Inmates shall be processed out of the visiting room and returned to their assigned housing unit.
3. Visitors shall remain in the visiting room until the emergency count clears.
4. When the emergency count clears, visitors shall be processed out of the visiting rooms or if the emergency count clears with sufficient time left for visiting, those visitors wishing to continue their visit shall be allowed to remain in the visiting room. Visiting Officers shall contact the housing unit and have the inmate return to the visiting room.

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The following procedure shall be employed in the event the emergency count is initiated before the beginning of visiting.

1. Visitor processing shall be determined by the Watch Commander, Captain, or A.O.D. to determine if non-employee traffic must be halted to protect the safety and security of the Institution.
2. When the emergency count clears the inmates will be allowed proceed to their visit.

54020.32.1
CLEARANCE AND
APPROVAL FOR
ATTORNEY VISITS

Attorneys wishing to make an appointment to visit an inmate may do so, in writing, through the Litigation Coordinator at the following address:

California State Prison – Los Angeles County
44750 60th Street West
Lancaster, CA 93536
Phone (661) 729-2000 ext. 5562
Fax (661) 729-6994

Letters requesting legal visits shall be typed on the attorney's letterhead or the letterhead of the firm for which the attorney is employed.

54020.33.2
INMATE APPLICATIONS
FOR FAMILY VISITING

Conjugal visits are overnight visits lasting up to 43 hours. Applications for Family Visits will not be accepted until 30 days have passed since the inmate's last conjugal visit


54020.33.3
FAMILY VISITING DATES

Families may schedule the start of conjugal visits from Tuesday through Thursday. No families will be processed in for conjugal visits on Friday through Monday; families may be processed out of conjugal visits Thursday through Saturday.

54020.33.8
PROCESSING INMATES
FOR FAMILY VISITING

Inmates are allowed to take the following items to a family visit:

- Shower Shoes
- Candy – 1 bag
- Hot Sauce – 1 bottle
- Cookies – 1 package
- Cocoa Mix – 1 package
- Coffee – 1 container
- Creamer – 1 container
- Chips – 3 bags
- Crackers – 3 packages

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54020.33.16
FOOD FOR FAMILY VISITING

Food for family visits shall be purchased directly from Access Catalog Company or Walkenhorst. All food orders must be a minimum of \$50.00 and can be purchased directly from Access or Walkenhorst by the prospective visitor via check, money order, credit card, or purchased by the inmate through the Inmate Trust Office.

Family Visits will not be scheduled until the Visiting Department receives the food order from Access or Walkenhorst. At the start of the family visit, the Family Visiting Officer will inventory the Access or Walkenhorst Food Order in the presence of the inmate.

Unopened left over food items may be taken home by families at the conclusion of the conjugal visit. Inmates shall not be allowed to take left over food back to their facility, including food items inmates were allowed to bring into the conjugal visit.

54020.33.18
FAMILY VISITING COUNT PROCEDURE

All inmates participating in family visits shall be required to present themselves for count by approaching the gate area to be positively identified during each count. Visitors shall be accounted for once daily during the 1600 Institutional Count.

REVIEW

This supplement will be reviewed and revised annually by the Associate Warden, Central Operations. The next date for review and revision will be January 2015.


RESTROOM SAFETY AND CLEANLINESS INSPECTIONS PURPOSE:

Staff will ensure the proper sanitation and a healthy, safe environment for visitors and staff. Restrooms will be inspected hourly and noted on the "Visiting Restroom Inspection Sheet (attachment A)". If needed staff will have the restrooms serviced.

The Visiting Sergeant shall review the Visiting Restroom Inspection Sheet, and affix his/her signature to the completed form. This form is to be archived and maintained on-site for the duration of 12 calendar months.

SERVICE ANIMALS

Visitors using a service animal (usually dogs specially trained to provide assistance to a disabled person) are allowed to assist a disabled visitor. The Visitor must have some form of documentation, harness, or marking identifying the animal as a service animal (although it need not be a license or certification from a government agency). The animal and the visitor will have to clear the metal detector, but disabled visitors will not be separated from the service animal at any time. It is the responsibility of the

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visitor to ensure that the service animal is properly controlled and behaved at all times. The visiting rooms will provide the proper accommodation if needed.

**APPROVAL & REVIEW
RESPONSIBILITY**

This procedure shall be reviewed and updated annually by the Correctional Captain – Central Services and submitted to the Warden for final approval.

④ J. Soto
Warden

5/12/14

Date

California State Prison-Los Angeles County