

**CHAPTER 5 – CUSTODY AND SECURITY OPERATIONS****ARTICLE 42 - VISITING****54020.4****Access to Visiting Policies and Regulations**

Inmates will be issued the local visiting procedures upon arrival in their housing units. Visitors can receive copies of this local procedure at the Visiting Center.

**54020.7****Visiting Days and Hours****General Population (GP)**

Visiting days: Saturday and Sunday  
Visiting hours: 8:30 am to 3:00 pm

- Approved visitors may schedule appointments utilizing the Visitor Processing Appointment Scheduling System (VPASS), available by accessing the CDCR website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov) and clicking on the visitation tab. Appointments must be made at least 24 hours in advance. Unscheduled visitors will be processed for visits once visitors with scheduled appointments have been processed.

**Reception Center (RC)**

Visiting days: Saturday and Sunday  
Visiting hours: 8:30 am to 3:00 pm

No appointments will be scheduled. Visits are walk up only, non-contact, and limited to one hour.

**Administrative Segregation Unit - Facility D Building 6**

Visiting days: Saturday and Sunday  
Visiting hours: 10:00 am and 11:00 am

Visits are by appointment only, non-contact, limited to one hour and limited to three persons, as only four visiting booths are available per hour. Appointments must be made at least 24 hours in advance and may be made by calling (661) 721-2345 extension 7030, from 8:00 am to 4:00 pm, Monday through Friday. Visitors may schedule an appointment to visit an Administrative Segregation Unit (Ad-Seg) inmate on Monday prior to the weekend they plan to visit and, on Friday prior to the weekend, if a second visit is desired and a time slot is available.

**Holiday Schedule**

Visiting hours: 8:30 am to 3:00 pm

Visiting will be open on the following state holidays: New Year's Day, Independence Day, Thanksgiving Day and Christmas Day.

**54020.11****Processing Visitors**

Visitors may enter institutional grounds at 8:00 am and proceed to the Visiting Center located in the Front Entrance Building adjacent to the Administration Building. All visitors will complete CDCR 1000, Visitor Pass, and turn it in at the visitor processing counter. Visitors for Ad-Seg inmates should arrive 30 minutes prior to their appointment, complete and submit the Visitor Pass, and wait for their respective appointment time. Once the Visitor Pass has been verified, the visitor will be called to the counter for processing in accordance with DOM 54020.11, 54020.12, and 54020.13.

Once each visitor has been processed, they will be directed to the appropriate visiting room. Upon arrival, they will give the Visitor Pass to the visiting room officer who will direct them to a visiting table (GP) or non-contact visiting area (RC) to await the arrival of the inmate.

At the conclusion of the visit, the visiting room officer will return the Visitor Pass to the visitor and the visitor will leave the visiting room; the inmate will be placed in line for processing back to his respective housing unit. An officer assigned to the processing center will await arrival of the visitor(s) where they will collect the Visitor Pass, compare it to a photographic ID, and verify the hand stamp prior to allowing the visitor to exit the prison.

**54020.12****Proof of Identity**

All adult visitors shall present picture identification before being permitted to visit. Picture identification Matricula Consular De Alta Seguridad issued by the Mexican Consulate is no longer an acceptable form of identification for visitors. See DOM 54020.12 or the CDCR Visitor's Handbook for other forms of acceptable identification.

**54020.15****Allowable Visitor Items**

These items and/or limits on items are in addition to those specified in DOM 54020.15 and/or the CDCR Visitor's Handbook.

- One ring (wedding set is considered one)
- One pair of earrings
- One bracelet
- One necklace, with or without charms
- One watch
- One belt
- One pair of eyeglasses

Refer to the CDCR Visitor's Handbook and/or DOM Section 54020.15 for allowable baby items when bringing an infant or toddler.

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

- Two adult incontinence products (disposable undergarments)
- Container of cleaning wipes
- One or two articles of clothing (pants)

The one or two articles of clothing (pants) shall be maintained in a secure location (e.g., the visitor's secured vehicle), readily available to the visitor as needed. When necessary, visiting staff shall provide a disposable jumpsuit and clear plastic bag for soiled disposable undergarments and/or articles of clothing. The visitor may use the jumpsuit to walk to the visitor processing center and retrieve the clothing secured in their vehicle. The disposable jumpsuit will be collected and disposed of in accordance with institutional procedures. The visitor will be allowed to return to the visiting room to 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 or walker) to provide a sufficiently stable platform while in the public restroom to allow the visitor to stand while changing clothing.

See DOM 54020.11.2 and 54020.17, and/or the CDCR Visitor's Handbook for allowable medical/access items (i.e., prescription medication, mobile devices, implants, prosthetics, and service animals).

Prohibited items include tobacco products, food items, chewing gum, purses, wallets, cameras, pagers, cell phones, electronic devices, and writing materials or books without prior approval.

#### **54020.13**

##### **Inspection/Search of Visitors**

Prior to the start and upon the conclusion of visiting, staff will conduct a thorough search of all visiting areas for contraband, including each restroom available to the visiting public.

#### **54020.16**

##### **Lockers**

Lockers are available for visitors who will be participating in the family visiting program only. There are no lockers available for regular visiting.

#### **54020.20**

##### **Visitor Basic Dress Standards**

In addition to those items identified in DOM 54020.20, the following attire is not permitted at North Kern State Prison:

- No body jewelry (i.e. tongue, belly etc) Exception being earrings

All jewelry will be logged on the reverse side of the CDCR 1000 Visitor Pass, yellow copy, and will be checked as visitors exit the visiting rooms.

If a visitor's religion requires them to wear certain types of clothing otherwise precluded by operational procedures, such as a Muslim headdress or Catholic habits, the visitor will be allowed to wear the item; however the item will be subject to search prior to the visitor being admitted. The search of the article will be completed in a private area by an officer of the same gender. Copies of the Bible and Koran are available in the visiting room and will be made available upon request.

#### **54020.21**

##### **Processing of Inmates**

Each GP facility will provide escorting staff to move the inmates from the facility to the inmate processing area. Visiting staff will search and orient each inmate prior to entering the visiting room.

RC inmates on facilities B, C, and D will have non-contact visits in the RC Visiting area.

Ad-Seg Units (Facility D Building 6 [FDB6] and Facility A Building 4 [FAB4] overflow when activated) will provide staff to escort the inmates from the facility to the reception visiting room, processing area. Visiting staff will search and provide orientation to each inmate going from the processing area to the visiting booths.

When inmates are seated at their assigned tables, they will sit facing the officers' podium. Visitors may sit on the sides of the table, at a ninety-degree angle from the inmate, but not next to

or physically touching the inmate, except for holding hands on the tabletop.

Inmates are not permitted to approach or operate the vending machines. Inmates are permitted to use the microwave ovens available in the visiting rooms. Inmates are required to meet inmate grooming standards pursuant to CCR, Title 15, Section 3062, during contact visits. Inmates are not permitted to have ponytails or braided hair in the visiting rooms or non-contact booths.

Once all visitors have cleared the processing area, staff assigned to the processing area will be directed to the visiting rooms to assist in the unclothed search of each inmate prior to release to the respective yard. All inmates in the main visiting room will be released prior to processing non-contact inmates back to the yards in the same fashion. Female officers will not be utilized to perform the unclothed search of inmates under normal circumstances.

Each separate area of the visiting department will have available a minimum of one institutional radio. Each visiting room officer will have a personal alarm device, stab resistant vest, keys, MEB, whistle, OC pepper spray, handcuffs, and a flashlight. Visitor processing staff shall ensure they have the appropriate safety equipment prior to reporting to the visiting rooms.

#### **54020.21.1**

##### **Inmate Visiting Dress Standards**

Ad-Seg inmates shall wear only:

- A pair of boxer shorts
- One T-shirt
- One pair of socks
- One jumpsuit
- One pair of soft sole shoes
- Prescription glasses, if applicable

GP/RC inmates shall wear and have the following items only:

- One set of state issued clothing
- State shoes only (state soft sole shoes for inmates with valid medical chronos)
- Thermal underwear (winter months only)
- One comb (one piece, plastic, no points or handles)
- A traditional wedding band (Gold or Silver)
- A necklace with a religious medallion
- Prescription glasses, if applicable (no sunglasses)

#### **54020.21.2**

##### **Authorization of Excused Time Off (ETO) for visits**

Inmate work supervisors shall ensure a CDCR-128B general chrono authorizing the use of ETO is delivered to the Visiting Sergeant a minimum of five days prior to the inmate's intended visit.

#### **54020.22**

##### **Non-Contact Visiting**

Ad-Seg (FDB6) visits shall occur in designated locations in the RC Visiting area. Overflow Ad-Seg (FAB4) visits shall occur in designated locations in the GP non-contact visiting area. GP inmates on non-contact status will visit in their designated visiting rooms and as space is available.



**54020.22.1****Temporary Imposition of Non-Contact Visits**

Non-contact visiting may be imposed as a temporary measure for willful failure to abide by visiting regulations. Inmates with pending disciplinary action related to visiting may be placed on non-contact visiting status pending adjudication of the disciplinary report.

**54020.24****Food in Visiting Areas**

Reasonable accommodations will be made to allow for the consumption of purchased food items in the event of a termination that is beyond the control of the visitors, such as terminations for overcrowding or institutional emergency.

**54020.25****Visiting Photo Program**

Inmates may place an arm around their visitor(s) while posing for a photograph. All hands must be visible in the picture. No other form of embrace is permitted.

**54020.27****Visiting in CDCR Hospitals and Infirmaries**

Authorization from the Chief Executive Officer (CEO)/Chief Medical Executive (CME) and the Warden or Administrative Officer of the Day (AOD) during non-business hours with the approval of the Warden or designee shall be obtained to approve visits for inmates housed in CDCR infirmaries or hospital facilities.

Hospital and infirmary visits are by appointment only and only for immediate family members. Appointments must be set-up at least two weeks in advance and are limited to three persons only. Appointments can be made by calling the Administrative Assistant at (661) 721-2345 ext. 5006, between 8:00 am to 4:00 pm Monday through Friday. Hospital visits are for family members 18 years of age or older (maximum one-hour, as space permits).

Visiting appointments will be scheduled when it is anticipated the inmate will not be undergoing medical procedures. Inmates who have a contagious disease will be denied a visit if they are hospitalized in an isolation room and the attending physician deems it inappropriate to have visits due to their illness. Any exception must be pre-approved by the CME on a case-by-case basis. Hospital visits will be conducted in a designated area or at the bedside as determined by the attending physician.

In the event an inmate is terminally ill or injured and the Physician on Call (POC) or CEO/CME has determined the inmate needs an immediate bedside hospital visit due to a deteriorating condition, a visit may be authorized by the Warden or the AOD during non-business hours with the approval from the Warden or designee. All visitors must be approved and all other visiting requirements shall apply.

**54020.28****Visiting in a Community Hospital**

See Operational Procedure 118, Community Hospitals and DOM 54020.28 for more in depth information.

**→ 54020.29****Visiting Conduct**

Inmates shall clean their respective visiting areas upon conclusion of the visit. In addition, inmates assigned to the visiting area as porters shall be responsible to clean and sanitize all tables, counters, microwaves, toys, phones, stools, windows, doors and fixtures in the visiting rooms, under the supervision of custody staff. Each date of cleaning shall be entered on the Visiting Room Inspection Sheet (Attachment A) and an "X" shall be placed in the box indicating the item/area has been cleaned. Any concerns or comments shall be noted. The inspection sheet shall be reviewed by the visiting supervisor at the end of each month and maintained for 12 calendar months.

**Restroom Safety and Cleanliness Inspections**

In accordance with state and local ordinances, public restrooms shall be made available to the public and maintained in a clean and safe manner. In keeping with these requirements, a Visiting Restroom Inspection Sheet shall be maintained in each restroom available to the visiting public and located in the Entrance Building, Facility A Visitor Waiting Area, Minimum Support Facility Visitor Waiting Area, and RC Visitor Waiting Area. The Visiting Restroom Inspection Sheet (Attachment B) shall be posted in each of these areas and shall be completed each day the restrooms are open to the visiting public.

During visiting hours, custody staff assigned to each visiting area shall conduct hourly inspections of the restrooms and complete the Visiting Restroom Inspection Sheet. A visiting supervisor shall review the Visiting Restroom Inspection Sheet and sign the completed form each visiting day and the form shall be archived and maintained for 12 calendar months.

**54020.30****Denial or Termination of Visits due to Overcrowding**

When a visit has been terminated due to overcrowding, the inmate and his visitor(s) may be given a reasonable amount of time to conclude their visit in the patio area so the area they occupied can be made ready for the next group. A reasonable amount of time should not exceed 20 minutes.

The visiting supervisor may order the patio area closed to inmates and their visitors during periods of inclement weather and security needs. Patios shall be closed during periods of limited visibility.

Visits of close custody inmates shall not be terminated once the close custody count has commenced. Close custody inmate visits may be terminated once the close custody count clears. Level I visits shall not be terminated once the Level I count has commenced. Level I visits may be terminated when the Level I count clears.

**54020.32****Attorney Visitations and Consultation**

The Litigation Coordinator will approve an attorney and/or their representatives. The approved gate clearance will be forwarded to the front entrance officer. The front entrance officer shall process all attorneys/attorney representatives visiting an inmate.

**54020.33.2****Inmate Applications for Family Visits**

Approval is secured through the inmate's Correctional Counselor II (CCII). The CCII will complete the appropriate section of the "Family Verification Sheet" and staple it to the application for the Family Visiting Program (FVP). The CCII will not approve an invalid family visit request.

The signature of the CCII verifies the date of the application, custody classification, and privilege group of the inmate are correct. The application must be verified by reviewing the inmate's electronic file on the Electronic Records Management System (ERMS) and approved CDCR 1046, Family Visit Application contained in the visiting file. All family members must be on the approved visitor's list.

Before giving approval, the CCII must verify the inmate meets the following eligibility criteria:

- The visitor is the inmate's spouse and they are legally married. A copy of the marriage certificate must be submitted with the Family Visit Application prior to approval by the CCII; he/she will review ERMS to ascertain if the validity of this marriage is in question. Proxy marriages are not legal in California. The bride, groom, and officiate must be present at the same place at the same time (Telephone or teleconferencing does not constitute presence).
- The inmate does not represent an unreasonable risk to prison security by participation in the FVP. Rejection on these grounds requires a decision of a classification committee.
- The inmate is not a civil commitment or a county prisoner under Penal Code (PC) Section 4007.
- The inmate is not undergoing felony prosecution.
- The inmate has not been found guilty by a court, disciplinary committee or Senior Hearing Officer of smuggling or possession of serious contraband in jail or other prisons, assaultive or disruptive behavior. For these types of violations, the classification committee may deny family visiting privileges.
- The inmate is not emotionally or psychologically unstable. Rejection for these issues requires the Unit Classification Committee (UCC) to consider all relevant factors, including, but not limited to, commitment offense, psychiatric evaluation, and prison adjustment.
- UCC will act on family visiting approval/denial in spousal abuse cases where the proposed visitor was a victim and in cases where it is felt the inmate may pose a threat to security while on a family visit.
- The inmate has not participated in the FVP within the past 60 days.
- Family visits shall not be permitted for inmates convicted of a violent offense involving a minor or family member or any sex offense, which includes but is not limited to the following PC Sections: 187 (when the victim is a family member or minor); 192 (when the victim is a family member or minor); 261; 261.5; 262; 264.1; 266c; 266j; 273a; 273d; 273.5; 273.6; 285; 286; 288; 288a; 288.2; 288.5; 289; 289.5; 311.1; 311.2; 311.3; 311.4; 313.1; 314; or 647.6.
- Family visits shall not be permitted for inmates who are in any of the following categories: sentenced to life

without the possibility of parole; sentenced to life without a parole date established by the Board of Parole Hearings; designated Close A or Close B custody; designated a condemned inmate; assigned to the RC; assigned to Ad-Seg; designated "C" status; guilty of one or more Division A or Division B offenses within the last 12 months; or guilty of narcotics trafficking while incarcerated in a state prison.

If approved, the CCII will forward the application and appropriate CDCR 128-B to the Facility Captain for final approval. Once approved by the Facility Captain, the application and CDCR 128-B will be forwarded to the family visiting coordinator. The coordinator will process the application and schedule the visits in accordance with this procedure.

The family visiting coordinator will complete the Inmate Family Visiting Information packet, noting the date of the family visit, verifying the visitors are approved to visit, and send the packet to the inmate to inform his visitors of the approved family visit date. It is the responsibility of the inmate to forward CDCR 1072 (Family Visiting Inmate Notification) to the approved visitors and return the form to the family visiting coordinator no later than 72 hours prior to the scheduled visit.

If the visitor intends to leave a vehicle on institutional grounds during the scheduled family visit, all vehicle information must be recorded in the Family Visiting Information packet before returning the packet to the family visiting coordinator.

**54020.33.8****Processing Inmates for Family Visiting**

All inmates will be attired in state issued clothing only. No personal clothing of any kind will be allowed. The inmate will be required to wear.

- One state issued shirt
- One pair state issued pants
- One state issued jacket
- Two sets state issued underclothes
- One pair state issued shoes
- One state issued belt
- state issued soft sole shoes for inmates with valid medical chrono

The only approved personal items an inmate may take to the family visit are:

- |                        |                     |
|------------------------|---------------------|
| • Toothbrush (state)   | • Toothpaste**      |
| • Shower shoes         | • Deodorant**       |
| • Prescription glasses | • Shampoo **        |
| • Religious medallion  | • Soap w/soap case  |
| • Wedding ring         | • Comb or hairbrush |
| • Safety Razor         |                     |

\*\* Only in the amounts required for the duration of the visit will be allowed. The remainder of these items will be disposed of following the inmate's visit.

Inmate medication authorized by a physician's order and properly packaged by the pharmacist will be authorized. Only the amount needed for the duration of the family visit will be allowed. Any inmate medication not used during the visit will be confiscated.



**54020.33.10****Family Member Participation**

Immediate family members as defined in DOM 54020.3 are eligible to participate in family visits. Participants must be approved visitors to the individual inmate. Common law spouses do not qualify as eligible participants for the purpose of family visiting.

The following family members will need additional identification as listed:

- All family visiting visitors, except children under the age of 16, will be required to present a valid form of identification before being permitted to visit.
- An original marriage certificate with the county seal will be required for a legal spouse.
- All minors under 18 must show an original birth certificate.
- An inmate's sibling, 18 years of age or older, must present a birth certificate. If the sister is married, she must present a duplicate marriage license with the original county seal.
- Parents bringing in minor children must have in their possession an original or certified copy of the minor child's birth certificate from the County Hall of Records.
- Approved family visitors accompanying any minor child other than the child's parent or legal guardian will have in their possession a copy of the child's birth certificate with an original county seal and a letter of authorization from the legal parent or guardian naming that specific person authorized to bring the minor child into the institution for the purpose of family visiting. The letter of authorization will note the specific dates of the family visit and will be notarized. All visits of this nature must be authorized by the Warden.

The family visiting officer will verify all documentation for proof of relationship, i.e., certificates of birth/marriage and court documents will be noted in the Automated Visiting Information System (AVIS).

**Special Circumstances Precluding Family Visiting:**

- Family visitors must meet all eligibility requirements of regular visitors
- Unescorted minors of the inmate's immediate family shall not participate in family visits. Exceptions include an inmate's spouse, the inmate's children or legal stepchildren and the inmate's brothers or sisters. Exceptions must be approved by the Warden or designee.
- Where the inmate's criminal history indicates any crimes against children; either his own or others, he will be precluded from contact with children in the FVP.
- A disciplinary or classification committee action which suspends or rescinds an inmate's eligibility for physical contact with a visitor(s) during regular visiting will also preclude family visiting with that visitor(s) for the same period of time.
- Family visits may be rescinded or suspended without affecting an inmate's eligibility for regular personal contact visits.

- Approved female visitors of inmates participating in a family visit and who are pregnant will be ineligible to participate if they are in their third trimester of pregnancy. The right to have visits will not be denied except as is necessary for reasonable security of the institution and safety of persons. A doctor's verification will be required at the time of application for family visits denoting the exact present term of pregnancy of the female visitor. If the doctor's verification is not presented, the family visit with the pregnant applicant will be denied. The pregnant applicant will fill out, sign, and submit a verification of medical coverage form. **NOTE:** This procedure is necessary due to the unavailability of proper medical facilities at the institution to handle the treatment of pregnancy cases and related medical problems; i.e., premature birth. It will decrease the possibility the pregnant mother and unborn child suffer any severe medical problems due to early delivery or other term problems.

**54020.33.13****Family Visiting Length and Visitor Reporting Requirements**

Visits will begin at 1100 hours on the first day and will end at 0800 hours on the third day. In the event information is received from the visitor(s) that said visitor(s) is/are unable to arrive by 1100 hours due to unforeseen circumstances, the family visiting coordinator may authorize a waiver of reporting time. However, such an emergency must be telephoned into the institution by 0900 hours or the visit will be canceled. Family visits shall not be processed after 1400 hours.

**54020.33.14****Processing of Visitors for Family Visiting**

Visitors entering the institution are subject to a search of their person, vehicle, and property. Visitors are required to park their vehicle in the visitor's parking lot located on the south side of the Administration Building. Vehicle keys are not to be left in the vehicle (aid in escape/escape attempt is a crime).

The family visiting coordinator shall escort the visitors and their property, by foot, when utilizing the family visiting units within the inner perimeter. After the inmate has been properly processed, the family visiting officer will place the inmate in the visiting unit.

**54020.33.15****Authorized Property for Family Visiting**

Due to space restrictions and limited staff to search incoming items, reasonable limitations will be placed upon the quantity or items. Items may be x-rayed, or opened as part of the search process.

**The following items are strictly prohibited:**

- Cellular Telephones
- Narcotics or alcoholic beverages
- Glass containers
- Spice items - no mace, nutmeg, yeast, etc.
- Money (check book, credit cards, etc.)
- Electrical appliances (curling irons, hair dryers, irons)
- Musical instruments
- Flammable liquids (lighter fluid, etc.)

- Pets
- Denim clothing, swimsuits, white or gray sweats, spandex
- Cameras, camcorders, and/or recording instruments
- Wigs, permanent waves, hair dyes, tints, etc.
- Firearms, explosives, or knives
- Any battery operated electrical device (radios, toys, etc.)
- Cigarettes/tobacco items, matches, or lighters

The following are allowable cosmetic/toiletry items:

- One bar of unopened soap
- One plastic see through bottle of unopened shampoo
- One plastic see through bottle of unopened hair conditioner
- One unopened tube of denture adhesive (if needed)
- One unopened stick deodorant
- One unopened tube of toothpaste (no pump)
- One tooth brush per visitor
- One disposable plastic safety razor
- One comb or brush, non-metallic (no pointed ends and no detachable parts)
- One plastic see through pump bottle hair spray
- One unopened box of sanitary napkins/female hygiene products
- One tube of lip stick or one lip gloss (no glass containers)
- One tube of mascara
- One eye liner (no glass containers)
- One compact or liquid make up (no glass containers)
- One perfume or cologne (no glass containers)
- Ten factory sealed condoms (Inmates will not be permitted to use or possess condoms outside of the family visiting quarters; All unused condoms will be retained in their sealed containers and taken out of the institution by the visiting spouse.)

Infant Care items will be limited to:

- Two single layer baby blankets
- One unopened package of 24 disposable diapers
- One unopened container of powdered or bottled formula
- One unopened plastic container of baby lotion

Violation of any part of this restriction shall be deemed a contraband possession violation. All devices will be subject to inspection by family visiting staff.

**54020.33.16**

**Food for Family Visiting**

Inmates participating in the FVP shall be required to purchase all food for the visitor and themselves with funds from their trust account. A minimum of two meals per day, per person, shall be purchased prior to commencement of the family visit. See DOM 54020.33.16 for additional information.

**54020.33.17**

**Family Visitor Medication**

Visitors will retain only life sustaining, condition stabilizing medication in the family visiting units. Other required medication shall be distributed to the visitor at prescribed times by the family visiting officer during the employees normal work

hours. During non-business hours, the Outside Patrol Sergeant will coordinate the distribution of the medication to the visitor.

**54020.33.20**

**Condition and Cleanliness of Family Visiting Units**

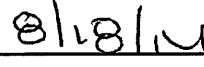
After each family visit, the family visiting officer shall be responsible for cleaning and sanitizing the family visiting unit. Inmates assigned to the Watch Office as porters shall be utilized to clean the unit.

The Family Visiting Inspection sheet (Attachment C) shall be utilized as proof of practice the cleaning and sanitizing have been completed. The family visiting officer shall complete the inspection sheet after each family visit indicating the month, date, the unit and any comments entered on the form and an "X" placed in the box indicating the item/area has been cleaned. The inspection sheet shall be reviewed and signed by the visiting supervisor and maintained for 12 calendar months.

Approved: \_\_\_\_\_

  
SANDRA ALFARO  
Warden  
North Kern State Prison

Date: \_\_\_\_\_

  
8/18/14

# VISITING ROOM INSPECTION SHEET

Attachment A

INSTRUCTIONS: Each date of cleaning shall be entered on the form, an X shall be placed in the box indicating the item/area has been cleaned and any comments noted.

Month: \_\_\_\_\_ Facility A ☐ Facility M ☐ Reception Center ☐

Areas of Concern	Dates:									
Trash Emptied										
Tables Clean										
Floors Clean										
Microwave/Counters Clean										
Toys Clean										
Doors/Fixtures Clean										
Telephones Clean										
Booths/Windows Clean										
Paper Towels Stocked										
<b>Comments:</b> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>										

This form is to be reviewed and signed by the visiting supervisor. Reviewed inspection sheets are to be maintained at the institution for a period of 12 calendar months.

\_\_\_\_\_  
Printed Name and Signature of Staff Conducting Inspections

\_\_\_\_\_  
Printed Name and Signature of Reviewing Supervisor

# VISITING RESTROOM INSPECTION SHEET

Attachment B

INSTRUCTIONS: Check each area of concern and initial the appropriate box. If the hours listed fall outside of the visiting program for that day, an X shall be placed in that hourly check.

Facility A ☐

Facility M ☐

Reception Center ☐

Entrance Building ☐

Areas of Concern	Today's Date:								
	0800	0900	1000	1100	1200	1300	1400	1500	1600
Trash Emptied									
Toilets Clean									
Floors Clean/Dry									
Sinks Clean									
Mirrors Clean									
Soap Stocked									
Toilet Paper Stocked									
Paper Towels Stocked									
<b>Comments:</b> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>									

This inspection sheet will be maintained in the visiting restroom for the duration of the visiting program. At the end of visiting, this sheet is to be reviewed and signed by the visiting supervisor. Reviewed inspection sheets are to be maintained for a period of 12 calendar months.

\_\_\_\_\_  
Printed Name and Signature of Staff Conducting Inspections

\_\_\_\_\_  
Printed Name and Signature of Reviewing Supervisor



# FAMILY VISITING INSPECTION SHEET

Attachment C

INSTRUCTIONS: Month, date and the unit shall be entered on the form. An X shall be placed in the box indicating the item/area has been cleaned and any comments noted.

Areas of Concern	Month: _____	Date: _____	Unit: _____
Trash Emptied		Comments: _____	
Bathroom Toilet Clean		Comments: _____	
Bathroom Sink Clean		Comments: _____	
Bathroom Mirror Clean		Comments: _____	
All Counter Tops Clean		Comments: _____	
All Floors Clean		Comments: _____	
Stove/Oven Clean		Comments: _____	
Refrigerator Clean		Comments: _____	
Kitchen Sink clean		Comments: _____	
Linen Exchanged		Comments: _____	
Windows Clean		Comments: _____	
Lamps/Fixtures Clean		Comments: _____	
Soap Stocked		Comments: _____	
Toilet Paper Stocked		Comments: _____	
Paper Towels Stocked		Comments: _____	

This form is to be reviewed and signed by the visiting supervisor. Reviewed inspection sheets are to be maintained for a period of 12 calendar months.

\_\_\_\_\_  
Printed Name and Signature of Staff Conducting Inspections

\_\_\_\_\_  
Printed Name and Signature of Reviewing Supervisor

# FAMILY VISITING INSPECTION SHEET

Attachment C

INSTRUCTIONS: Month, date and the unit shall be entered on the form. An X shall be placed in the box indicating the item/area has been cleaned and any comments noted.

Areas of Concern	Month: _____	Date: _____	Unit: _____
Trash Emptied		Comments: _____	
Bathroom Toilet Clean		Comments: _____	
Bathroom Sink Clean		Comments: _____	
Bathroom Mirror Clean		Comments: _____	
All Counter Tops Clean		Comments: _____	
All Floors Clean		Comments: _____	
Stove/Oven Clean		Comments: _____	
Refrigerator Clean		Comments: _____	
Kitchen Sink clean		Comments: _____	
Linen Exchanged		Comments: _____	
Windows Clean		Comments: _____	
Lamps/Fixtures Clean		Comments: _____	
Soap Stocked		Comments: _____	
Toilet Paper Stocked		Comments: _____	
Paper Towels Stocked		Comments: _____	

This form is to be reviewed and signed by the visiting supervisor. Reviewed inspection sheets are to be maintained for a period of 12 calendar months.

\_\_\_\_\_  
Printed Name and Signature of Staff Conducting Inspections

\_\_\_\_\_  
Printed Name and Signature of Reviewing Supervisor