 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY AND SECURITY OPERATIONS</p>
	<p>Article: 42 VISITING</p>
	<p>Section: 54020 POLICY</p>

RESPONSIBLE FOR REVIEW

Associate Warden (AW), Business Services and
Correctional Captain, Central Operations.

ANNUAL REVIEW DATE

December

54020.4
**ACCESS TO VISITING POLICIES
AND REGULATIONS**

Copies of the Pleasant Valley State Prison (PVSP) visiting dress standards, visiting days and hours are posted in the Bulletin Board located near the Southeast corner of the Visiting Parking Lot, as well as all visiting rooms and the Visiting Processing Center.

54020.5
DIGNITARIES

All dignitaries will be processed in accordance with Operations Procedure (OP) Number 73, Entrance Building, Gate Operations (CONFIDENTIAL), Section F, official visitors, contractors, and employees of other departments/agencies.

54020.6
**OFFICIAL VISITS BY OTHER
DEPARTMENTS/AGENCIES/FOREIGN
OFFICIALS AND OTHER
DISTINGUISHED VISITORS**

All official visits by other department/agencies/foreign officials and other distinguished visitors, will be processed in accordance with OP Number 73, Entrance Building, Gate Operations (CONFIDENTIAL), Section F, official visitors, contractors, and employees of other departments/agencies.

54020.7
VISITING DAYS AND HOURS

General Population Inmates Visiting Days and Hours
Are As Follows:

Saturday	0830 to 1500 hours
Sunday	0830 to 1500 hours
Designated Visiting Holidays	0830 to 1500 hours


Designated Visiting Holidays Are As Follows:

New Year's Day	Independence Day
Labor Day	Thanksgiving Day
Christmas Day	

Close Custody Inmates Visiting Days and Hours Are
As Follows:

Saturday	0830 to 1500 hours
Sunday	0830 to 1500 hours

PLEASANT VALLEY STATE PRISON DOM SUPPLEMENT

 California Department of Corrections and Rehabilitation OPERATIONS MANUAL	Chapter: 5 CUSTODY AND SECURITY OPERATIONS
	Article: 42 VISITING
	Section: 54020 POLICY

Designated Visiting Holidays 0830 to 1500 hours

The Building Officer shall notify the appropriate Visiting Officer that Close Custody inmate(s), by name and California Department of Corrections and Rehabilitation (CDCR) number, is/are on their way to the Visiting Room.

Upon arrival of the Close Custody inmate(s), the Visiting Officer shall notify the Building Officer the inmate is in visiting.

Upon termination of a visit, the Visiting Room Officer shall notify the Building Officer the Close Custody inmate is returning to his unit.

Administrative Segregation Inmates Visiting Days And Hours Are As Follows:

Saturday	0900 to 1300 hours
Sunday	0900 to 1300 hours
Designated Visiting Holidays	0900 to 1300 hours


All Administrative Segregation (Ad-Seg) visits are non contact, behind glass. Inmates shall be recalled from their visit no later than 1300 hours on Saturdays, Sundays, and designated State holidays. Visits shall be limited to one hour for each inmate, by appointment only, and are limited to three visitors at one time (including minors). Groups of visitors in excess of three may be accommodated only once per visit by means of rotation through the visiting area. In an effort to afford all Ad-Seg inmates an equal opportunity to visit, Ad-Seg inmates are limited to one visit per day.

Upon termination of a visit, the Visiting Room Officer shall notify the Ad-Seg Sergeant the Ad-Seg inmate needs to be escorted back to his unit.

Facility E Visiting Requirements:

Facility E visitors are required to report to the Entrance

PLEASANT VALLEY STATE PRISON DOM SUPPLEMENT

 California Department of Corrections and Rehabilitation OPERATIONS MANUAL	Chapter: 5 CUSTODY AND SECURITY OPERATIONS
	Article: 42 VISITING
	Section: 54020 POLICY

Building/Visitor Processing for processing before gaining entry into the Facility E Visiting Room. A Visitor Processing Officer shall provide transportation to and from the Facility E Visiting Room by way of the shuttle or minivan.

Visitor Appointment Scheduling:

Appointments are optional and may be made one week prior to a visit.


Approved inmate visitors may schedule appointments, by way of the Visitor Processing Appointment Scheduling System (VPASS) at: <http://visitorreservations.cdcr.ca.gov/>. VPASS opens Monday 0700 hours for the following weekend and will close before the processing of visitors for the specific visiting day. The VPASS system will be utilized for contact visits only. Ad-Seg appointments shall be made by having the inmate's visitor call the PVSP Visitor Processing Center at (559) 935-4900, extension 5708, and reserving a specified time slot with the secretary. (Approved visitors are not required to, but have the option of making an appointment for one additional visitor per call.) Inmates shall not be allowed to schedule appointments.

Visiting Appointment Time Slots:

Appointments are for processing times only and shall not affect the length of time of the visit. Appointment slots shall be in 15-minute increments, starting at 0830 hours and ending at 1000 hours on Saturdays, Sundays, and designated Holidays.

One appointment slot shall be given per inmate, allowing a maximum of five visitors (adults and children combined) for that inmate. Only one visitors name in the inmate's group and inmate's CDCR number is required for scheduling the visit.

Once all appointment slots have been called and

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	Chapter: 5
	CUSTODY AND SECURITY OPERATIONS
	Article: 42
	VISITING
	Section: 54020
	POLICY

processed for the present 15-minute time slot, Correctional Officers shall begin calling visitors for the following time slots (regardless of time).

Visitors Late For Scheduled Appointments And Non-Scheduled Visitors:

Visitors that arrive past their time slot, or without appointments, shall be processed in the order of arrival at the Prison.

**54020.10
VISITING REQUIREMENTS
FOR MINORS**

All parents, guardians, or persons with legal custody of a minor child, shall be required to present a certified copy of the birth certificate or county-embossed abstract of birth on the date of their initial visit with an inmate housed at PVSP.

The following procedure for processing minors shall be adhered to:


Upon arrival at PVSP, 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. Visiting staff shall make a copy of the document. On the copy, staff shall note it was made from an original, and print their name and date. The copy shall be placed in the inmate's visiting file and verification of the document shall be noted in the Strategic Offender Management System (SOMS).

**54020.10.1
VISITING RESTRICTIONS
FOR MINORS**

It is the responsibility of the Correctional Case Records Analyst (CCRA) or Correctional Counselor I (CC I) to notify the Visiting Lieutenant of all inmates restricted from visiting minors.

**54020.11
PROCESSING VISITORS**

Additional information regarding Visitor Processing is outlined in OP 73, Entrance Building, Gate Operations (CONFIDENTIAL), Section G, Number 7, Inmate Visitors/Security.

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY AND SECURITY OPERATIONS</p>
	<p>Article: 42 VISITING</p>
	<p>Section: 54020 POLICY</p>

54020.11.1

**VISITING PROGRAM REASONABLE
ACCOMMODATION**

Visitors with disabilities, as designated under the Americans with Disabilities Act (ADA), which affect their ability to access visiting, shall have their specific disability identified and entered into SOMS. This shall serve as an alert to the Visitor Processing staff when the inmate or visitor's file is retrieved on SOMS.

After the visitor(s) has/have been approved and cleared to visit, the Visitor Processing Officer shall immediately notify the Visiting Room Officer of the visit and the specific disability of the visitor. The Visitor Pass (CDC 1000) shall be annotated with the specific disability of the visitor. The Visiting Room Officer shall make the necessary arrangement(s) while awaiting the visitor's arrival.

Processing Visitors With Wheelchairs:

The visitor may request the assistance of accompanying family members or friends to facilitate the transfer to another wheelchair for search.

Any visitor with a hearing, visual, and/or other mobility impaired disability, shall be permitted the assistance of a trained guide, signal, and/or service dog with appropriate documentation. Visitor Processing staff shall visually inspect the escorting dog, to ensure the animal is contraband free. The affected visiting facility shall be notified prior to the visitor departing the Entrance Building in order to make accommodations for the visitor.

All inmates including inmates with disabilities are subject to a clothed body search prior to entering the Visiting Room. Inmates requiring the assistance of a wheelchair shall undergo a thorough clothed body search prior to visiting, including a search of the inmate's wheelchair. If the inmate is unable to lift himself up and out of the wheelchair by supporting himself with his arms to allow staff to properly search both the wheelchair and the inmate, staff shall remove the inmate from his wheelchair and place the inmate



California
Department of
Corrections and
Rehabilitation
OPERATIONS
MANUAL

Chapter: 5
CUSTODY AND SECURITY
OPERATIONS

Article: 42
VISITING

Section: 54020
POLICY

into a cold chair (a chair already known to be free of contraband) to complete the search. Upon the conclusion of the disabled inmate's visit, he shall be processed according to visiting procedures, which shall include an unclothed body search and thorough search of the inmate's wheelchair. The affected facility shall be contacted to provide an escort for the inmate back to the unit.

Friends Outside:

Friends Outside is a non-profit organization that contracts with PVSP offering the following services to our visitors:


1. Emergency day care service for minor children over the age of 4 years.
2. Alternative clothing for approved visitors, when clothes worn by a visitor are inappropriate for visiting.
3. Transportation service to and from local motels and bus station on Saturdays, Sundays, and approved visiting holidays only.

54020.15
ALLOWABLE VISITOR ITEMS

Money for use in the visiting area vending machines shall be limited to quarters; per Department Operations Manual (DOM), Subsection 54020.15, \$50.00 adult, \$20.00 child – paper or coin.

Loose photographs (up to 10) not in albums, frames, or holders, and **NO POLAROID** photos. No nude, obscene, provocative or suggestive photographs and nothing that depicts gang and/or criminal activity or affiliation. Photos shall not be left with inmates.

Baby food must be factory sealed, and shall be opened in the presence of staff and emptied into plastic containers provided by the visitor before being allowed inside the Prison.

 <p style="text-align: center;"> California Department of Corrections and Rehabilitation OPERATIONS MANUAL </p>	Chapter: 5 CUSTODY AND SECURITY OPERATIONS
	Article: 42 VISITING
	Section: 54020 POLICY

Children must be under close supervision of an adult at all times while on Prison grounds. Failure to control the behavior of minors may result in the termination of a visit.

54020.16.1
RESTROOM SAFETY AND
CLEANLINESS INSPECTIONS

In accordance with State and local ordinances, public restrooms shall be made available to the visiting public, and maintained in a clean and safe manner. In keeping with these requirements, a Visiting Restroom Inspection Sheet (**Attachment A**), shall be kept in each restroom available to the visiting public.

This form shall be completed each day the restroom is open to the public.


The Visiting Supervisor 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.

During the hours visiting is open to the public. Custody staff assigned to visiting shall conduct hourly inspections of the visiting restrooms, and complete the Visiting Restroom Inspection Sheet accordingly.

54020.19
VISITING EMERGENCY
MEDICAL ASSISTANCE

In the case of a reported visitor injury, illness, or accident, while on Prison/facility property, reporting staff shall ensure an Accident Report (STD. 268) is prepared. Reporting staff shall ensure the STD. 268 is completed with all pertinent information documented on the form. Upon completion of the STD. 268, the following method of distribution shall be utilized:

1. The original shall be forwarded to the Litigation Coordinator, one copy shall be forwarded to the on-duty Watch Commander, one copy shall be placed in the Visiting Reported Injury File (maintained in the Visiting Office Technician's (OT) Office, and one copy shall be placed in the appropriate inmate visiting file (maintained in the Visitor Processing Record's area).

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY AND SECURITY OPERATIONS</p>
	<p>Article: 42 VISITING</p>
	<p>Section: 54020 POLICY</p>

2. The Litigation Coordinator shall ensure a copy of the STD. 268 is forwarded to the following:

Original shall be forwarded to the Office of the Attorney General, Tort Unit, one copy shall be forwarded to the Office of Risk Management, and one copy shall be retained by the reporting agency (Litigation Coordinator).

The STD. 268 can be obtained in the Visiting Lieutenant's Office.

54020.20 **VISITOR BASIC DRESS STANDARDS**


Additional prohibited attire consists of, but not limited to, the following clothing/garments:

1. Strapless or spaghetti strap tops.
2. Shower shoes and house slippers.
3. Sleeveless dresses or tops that expose undergarments are not permitted.

54020.20.1 **INMATE VISITING DRESS STANDARDS**

Inmates who wish to visit must be appropriately attired when entering the Visiting Search Room. Acceptable attire for visiting is as follows:

1. A white T-shirt worn beneath the blue chambray shirt.
2. A State issued blue denim jacket.
3. During inclement weather months (November through February), inmates shall be allowed to wear thermal underclothes to visiting.
4. Inmates shall not be allowed to wear white T-shirts as an outer garment. No caps or hats allowed.
5. All inmates must wear State issued soft-soled shoes. Shower shoes are not allowed. No personal shoes unless the inmate has been

 California Department of Corrections and Rehabilitation OPERATIONS MANUAL	Chapter: 5 CUSTODY AND SECURITY OPERATIONS
	Article: 42 VISITING
	Section: 54020 POLICY

issued a medical chrono indicating a need to wear special shoes or boots.

**54020.22.2
NON-CONTACT VISITS FOR GENERAL
POPULATION INMATES**

All inmates on non-contact visiting status, as a result of a classification committee action, will require a classification committee action in order to restore contact visiting status.

Non-Contact Visiting Status:

There are three non-contact visiting booths available in each facility visiting room. Those inmates who have been so designated by a classification committee shall have their visits in these booths.

The Correctional Counselor II (CC II) for each facility is responsible to provide to the Visiting Lieutenant written notification of an inmate's loss or restoration of contact visiting privileges.

**54020.22.3
REVIEW OF NEWLY ARRIVING
INMATES FOR VISITING STATUS**


Orientation:

There shall be no visits allowed for an inmate who is on orientation until after he has appeared before an Initial Unit Classification Committee (UCC) and has been classified. Once they have been released from orientation, they shall be allowed to visit with approved visitors in the facilities designated visiting room.

**54020.25
VISITING PHOTO PROGRAM**

Photo ducats are available for purchase in the visitor processing room for the convenience of visitors. The purchase price of a photo ducat is \$2.00. These photo ducats are to be turned into the Visiting staff at the podium, for photos that will be taken in the visiting rooms. There is a NO-REFUND policy on the purchase of photo ducats. If for any reason the visitor is unable to utilize the photo ducat at the time of the visit, the photo ducat can be redeemed on any subsequent visits.

Visiting staff will be issued a Digital Camera to enable all visitors to redeem their photo ducats at the time of

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY AND SECURITY OPERATIONS</p>
	<p>Article: 42 VISITING</p>
	<p>Section: 54020 POLICY</p>

their visit. If for any reason Visiting staff utilize all of their issued photo paper, they are to contact visitor processing to have additional photo paper delivered to their respective visiting area. At 1420 hours, Visiting staff will announce last call for photo ducats. Any visitor wishing to redeem photo ducats are to report to the podium. No photos will be taken after 1430 hours. This will allow Visiting staff sufficient time to inventory all redeemed photo ducats, photo paper, and blemished/contraband photos.

Digital photos taken in the visiting room may be taken back into the Prison by the inmate after the backing has been checked for altering. The photos must be signed by visiting staff before being allowed into the facility.

54020.27
VISITING IN A CALIFORNIA
DEPARTMENT OF CORRECTIONS
AND REHABILITATION HOSPITAL
AND INFIRMARIES

The following visiting policy applies to seriously/critically ill patients who are housed in the Correctional Treatment Center (CTC) or a community hospital.


Serious Illness:

When death or severe disability is a possibility in the near future.

Critical Illness:


When death is probable within a 48-72 hour period. Chronic long-term illnesses, even though serious diseases are not considered in this category until an inter-current, concurrent, or complicating incident occurs. This policy is subject to medical and Prison security considerations for individual patients. In all cases, hospital visits must be authorized by the Chief Medical Executive (CME) or his/her designee and approved by the Warden or his/her designee. This policy does not override policies of a community hospital that is providing treatment.

If an inmate is housed in the CTC for medical reasons

 California Department of Corrections and Rehabilitation OPERATIONS MANUAL	Chapter: 5 CUSTODY AND SECURITY OPERATIONS
	Article: 42 VISITING
	Section: 54020 POLICY

and visitors arrive to see him, regular visiting room rules, as well as the following rules, shall apply. This does not apply to critical/serious cases.

1. When an inmate is approved for visits outside the CTC, the designated visiting area shall be the visiting room on the facility the inmate is normally housed.
2. Visiting hours shall be limited to the period between 0900 and 1200 hours on Saturday and Sunday. Visits shall be limited to one hour.
3. An inmate requesting a visit must have a written order from the attending physician, and approval by the CME in his CTC medical chart.
4. Visitors must have prior approval in accordance with established procedure.
5. All visits shall be by appointment only, no less than 24 hours in advance. The visitor shall schedule the appointment through the Visitor Processing Center.
6. The Facility Security Patrol Officer (SPO) from which the inmate is normally housed shall transport the inmate to and from the designated visiting room. The inmate shall be processed into the designated visiting room. Upon completion of the visit, Visiting staff shall notify the Watch Office when the inmate has been cleared for transport back to the CTC.
7. When an inmate who has been cleared for visits by the CME cannot for medical reasons attend a visit in the designated visiting room, the facility from which the inmate is normally housed shall provide coverage for the visit in the CTC. A Watch Office Search and Escort (S&E) Officer shall be responsible for escorting visitors to/from the CTC. These visits shall be

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY AND SECURITY OPERATIONS</p>
	<p>Article: 42 VISITING</p>
	<p>Section: 54020 POLICY</p>

scheduled for one hour and shall not end later than 1200 hours.

8. Psychiatric crisis patients and patients kept in infectious disease isolation cannot have visitors.
9. Hospital visits may be permitted at any time of the day or night, outside of regular visiting hours (consistent with the visiting hours/policy of the hospital). The length of a visit shall be a minimum of one hour, except when it is necessary to terminate the visit because it conflicts with the delivery of health care or otherwise adversely affects the health of the patient. This decision shall be made by the attending physician. The CEO/attending physician, in consultation with the Administrative Officer of the Day (AOD) (during off-duty hours, Saturdays, Sundays, and Holidays), may extend the length and frequency of visits with seriously, and/or critically ill inmates based on the ability of the inmate to physically tolerate visits, as well as the availability of security coverage. Compassion should prevail under these circumstances.
10. Visits that take place in a community hospital must be approved 24 hours in advance by the Warden.

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

Inmate/Parolee-patients may be housed in a Mental Health Crisis Bed (MHCB), at the CTC. Attorneys shall have access to visit these individuals in order to provide adequate due process related to parole proceedings.



**California
Department of
Corrections and
Rehabilitation
OPERATIONS
MANUAL**

**Chapter: 5
CUSTODY AND SECURITY
OPERATIONS**

**Article: 42
VISITING**

**Section: 54020
POLICY**

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

Every effort shall be made to ensure 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 he 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 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 inmate/parolee patient.

In rare occurrences, the clinician may determine 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



**California
Department of
Corrections and
Rehabilitation
OPERATIONS
MANUAL**

**Chapter: 5
CUSTODY AND SECURITY
OPERATIONS**

**Article: 42
VISITING**

**Section: 54020
POLICY**

reason for concern in the UHR. The clinician shall document, using a General Chrono (CDC 128-B), that a visit from the attorney could be detrimental to the health and safety of the inmate. The CDC 128-B 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 CDC 128-B shall be placed in the UHR, and the Central File (C-File). The original CDC 128-B shall be given to the Litigation Coordinator. The Litigation Coordinator shall provide a copy of the CDC 128-B to the attorney, sending it by way of facsimile to CalPAP Headquarters at (916) 452-7491, and the attorney shall be requested to postpone the visit. When a clinician determines an attorney visit could be detrimental to the inmate/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.


**54020.32.2
INMATE NOTIFICATION OF
ATTORNEY VISIT**

The OT, Visiting, shall be responsible for notifying the inmate of the scheduled visit.

**54020.32.3
ATTORNEY VISITING HOURS**

Appointments are to be made through Visitor Processing staff, and if not available, the Litigation Coordinator's Office.

When a compelling need exists, the Visiting Lieutenant/Watch Commander has authority to grant exceptions to the provisions of the above as they relate to visiting hours and visiting days. This is coordinated through the Litigation Coordinator and/or Visiting staff.

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	Chapter: 5 CUSTODY AND SECURITY OPERATIONS
	Article: 42 VISITING
	Section: 54020 POLICY

**54020.32.5
PROCESSING**

No briefcases, all paperwork shall be hand carried. If an attorney has a prosthetic device, a visual inspection with use of the hand-held detector (wand), with the prosthesis in place, is the acceptable method of searching. Attorneys shall not be required to remove the prosthesis for routine processing. This applies to attorneys only.

If the attorney has a large amount of files, the attorney will be authorized to bring in a handcart. The handcart will be subject to search, prior to entrance into the Prison.

**54020.33
FAMILY VISITING GENERAL
INFORMATION**

Every effort shall be made to provide a pleasant atmosphere for the family visit.


The family visiting area is out of bounds to all other unsupervised inmates. There shall be no inter-apartment visiting by inmates or their visitors.

Four apartments are located adjacent to Tower 1. Each apartment has two bedrooms, one bath, and a living room/dining area/kitchen combination. Each has a sleeping capacity of five persons. A fenced play area for children is located in the front of each unit.

Apartment #11 is provided as a Minimum Custody Family Visiting Unit. It is comprised of a two-bedroom apartment adjacent to the minimum unit visiting room, outside the security area. It has two bedrooms, one bathroom with a shower, a kitchen, and a family room/dinette combination. Accommodations provide sleeping arrangements for five.

Family Visiting Unit #1 is designated for persons with disabilities.

When it has been determined the inmate and/or the inmate's family has a specific disability (i.e., hearing impaired), this information shall be noted on the top portion of the Family Visiting Application (CDC 1046).

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY AND SECURITY OPERATIONS</p>
	<p>Article: 42 VISITING</p>
	<p>Section: 54020 POLICY</p>

This information shall also be available on the SOMS. The information noted shall serve to alert visiting staff if there is a need to accommodate the visit due to a specific disability. When it has been determined the inmate has a hearing disability, the Family Visiting Officer shall issue a vibrating pager to the inmate and demonstrate the pager's purpose and function relative to PVSP count procedures.

Each hearing impaired inmate requiring a pager for his Family Visit shall fill out a Trust Account Withdrawal Order (CDC 193) form and be informed of his responsibilities with the pager during the Family Visit. If the pager is broken, lost, or stolen, the inmate shall be responsible for the cost of replacement.

The Inmate Family Visiting Information Packet, which is issued to each approved inmate and mailed by him to his visitor(s), lists restrictions.

Inmate must complete and return:


- Family Visit Application, CDC 1046
- Two signed CDC 193s (Funds must be available to pay for Central Kitchen order, in inmate's account)
- Family Visit Inmate Notification, CDC 1072
- Authorized Inmate Property Form (Blue Form)
- Family Visiting Information Form (page one of packet)
- Conditions for Family Visiting Form (page six of packet)

The Inmate Family Visiting Information Packet shall be completed, signed, and returned by the visitor(s), to the Family Visiting Coordinator.

54020.33.1 INMATE FAMILY VISITING ELIGIBILITY

Medium Custody inmates housed within PVSP, General Population (GP), shall receive Family Visits in the medium Family Visiting Units, apartments 1-4.

To be eligible for the minimum Family Visiting Unit,

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY AND SECURITY OPERATIONS</p>
	<p>Article: 42 VISITING</p>
	<p>Section: 54020 POLICY</p>

inmates shall be classified as Minimum B Custody and shall be housed at the Level I, Minimum Support Facility, or the PVSP Firehouse.

**54020.33.4
NOTIFICATION OF SCHEDULED
FAMILY VISITING DATES**

When all required documentation and the Access SecurPak has been received by the Family Visiting Officer, the officer shall assign a date for the inmate and his visitor(s) and send the inmate a CDC 1072.


No Family Visits shall be scheduled until the required forms in the Family Visiting Packet have been returned to the Family Visiting Officer and the Access SecurPak has been received by the Family Visiting Officer.

The CDC 1072 must be returned by the visitor no less than 72 hours prior to the date of the visit. **If the CDC 1072 has not been received by the Family Visiting Officer 72 hours prior to the scheduled visit, the visit shall be canceled.**

The Family Visiting Officer shall schedule visits no more than 90 days in advance. If there are no vacancies during the next 90 days, the inmate's packet shall be placed into a file to be scheduled when a date is available and on a first-come basis.

Twenty four hours prior to the visit, the Family Visiting Officer shall review the C-File for recent CDCR Disciplinary Reports. **If information discovered in the C-File results in the cancellation of the Family Visit, the Family Visiting Officer shall notify the visitor(s) by telephone. If contact is not possible, the officer shall notify the CC I or CC II who will assume responsibility for notification.**

If an inmate is given a suspension from Family Visiting privileges due to non-compliance with the Family Visiting processing requirement (i.e., failure to return documents, cancellations, stand-by refusals), a CDC 128-B shall be generated and annotated in the

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	Chapter: 5
	CUSTODY AND SECURITY OPERATIONS
	Article: 42
	VISITING
	Section: 54020
	POLICY

SOMS for future reference (six month suspension will be addressed).

The Family Visiting Officer shall maintain a card file of those inmates participating in the regularly scheduled Family Visiting Program. The Family Visiting Officer shall record the CC I or classification committee's date of approval on the Master Family Visiting Application. The date of the counselor's or classification committee's approval is the initial control date of the Family Visiting Application.

The date the visit concludes shall establish the next control date and shall determine the order in which inmates are contacted for selection of dates. Inmates shall be scheduled or allowed to select a Family Visit date not to exceed more than 90 days in advance, pending availability of visiting rooms.

If a visitor does not call to cancel prior to 1000 hours the day of the visit, does not show up for the visit, or cancels more than two times per calendar year, the inmate shall be removed from the Family Visiting Program for six months.

Level I Family visits shall be cancelled if the inmate is moved from Level I, to either the GP Level III or Ad-Seg.


54020.33.8 PROCESSING INMATES FOR FAMILY VISITING

Visitors shall be processed by the Family Visiting Officer.

Level I and/or Firehouse shall be informed of the visit by the Dorm Officer or Fire Chief and shall report to the Workchange Gate. The Family Visiting Officer shall prepare the required Bed Request Batch in SOMS.

The Family Visiting Officer shall process GP Family Visits as follows:

The Family Visiting Officer shall prepare the required

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY AND SECURITY OPERATIONS</p>
	<p>Article: 42 VISITING</p>
	<p>Section: 54020 POLICY</p>

Bed Request Batch. The inmate shall be escorted by the Family Visiting Officer through Central/Complex Control to the Family Visiting Units. The inmate shall surrender his Identification (ID) card to the Family Visiting Officer. When in the visiting unit, the inmate shall be issued a copy of the visiting apartment rules. A copy is posted in each apartment. The officer and the inmate shall take an inventory of the apartment.

The Family Visiting Officer shall hand carry the inmate's ID to Tower 1.

At 0830 hours on the last day of the family visit, visitors along with their property shall be transported, under escort, to the Entrance Building. The Family Visiting Officer shall pick up the inmate's ID card from Tower 1. Upon completing required cleaning, the inmate shall be returned through Central/Complex Control to his facility by the Family Visiting Officer.

At the end of the visit, the property check sheet shall be maintained by the Family Visiting Officer in the inmate's family visiting file.

Three items inmates shall not be allowed to return to the facility are as follows:


- Razors
- Cosmetics
- Medication

54020.33.9 URINALYSIS

The urine sample shall be signed by the Family Visiting Officer, sealed, and delivered to the sub-evidence room immediately following the administration of the test, and processed in accordance with established procedure.

54020.33.13 FAMILY VISITING LENGTH AND VISITOR REPORTING REQUIREMENTS

Two visiting dates, per week, are scheduled for each Family Visiting Unit. A visiting period shall commence at 1300 hours on the first day and terminate at 0830 hours on the fourth day, for a maximum of 67 hours.

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY AND SECURITY OPERATIONS</p>
	<p>Article: 42 VISITING</p>
	<p>Section: 54020 POLICY</p>

GP Privilege Group A inmates are (including minimum dorm inmates), limited only by scheduling availability and their Excused Time Off (ETO).

GP Privilege Group B inmates may have one family visit every six months.

Inmates may submit a family visiting application to the Family Visiting Coordinator at the conclusion of their family visit.

Inmates who do not routinely receive regular visits from his immediate family members may be eligible for an extended family visit (136 hours), which shall be counted as two visits if the following criteria is met:

- Inmate does not receive regular visits from his immediate family.
- Immediate family members are traveling a distance of at least 1,000 miles one way to participate in the family visit.
- Only one extended family visit shall be allowed per year. Inmates shall not be eligible for extended family visits if they have had a family visit in the preceding 12 months.

Requests for an extended family visit may be written on the comment section of the family visiting application. The recommendation of the CC I and the approval of the Facility Captain are required.


54020.33.16 **FOOD FOR FAMILY VISITING**

Prior to the family visiting date being scheduled, the Access SecurPak ordered by the visitor(s), must be received by the Family Visiting Officer.

Inmate Trust Funds must be secured by a CDC 193, for Central Kitchen orders.

If a visit is canceled for any reason and cannot be rescheduled, the inmate may choose one of the following three options for the disposition of the ordered family visiting food items:

PLEASANT VALLEY STATE PRISON DOM SUPPLEMENT

 California Department of Corrections and Rehabilitation OPERATIONS MANUAL	Chapter: 5 CUSTODY AND SECURITY OPERATIONS
	Article: 42 VISITING
	Section: 54020 POLICY

- Donate to PVSP contingency
- Send home at their expense
- Have it destroyed

**54020.33.17
FAMILY VISITOR MEDICATION**

Only emergency medical treatment of visitors by PVSP medical staff is authorized. Visitors may obtain medical treatment 24 hours a day, seven days a week, at the Coalinga Regional Medical Center, at their own expense.

Inmates in need of medical treatment shall be treated in the PVSP Infirmary.

Inmates or their visitors shall report medical emergencies to Tower 1. The Control Sergeant shall make necessary arrangements.


All required medication for visitors must be declared at the Entrance Building for approval. All medication shall be stored in the Entrance Building. Syringes and insulin shall be retained by the Entrance/Visiting staff and brought to the unit as scheduled during the visit by designated staff. Syringes must be disposable and accompanied by an original doctor's note explaining the need for injections.

Visitors may retain inhalers, Nitro Glycerin and Birth Control pills, in their possession while visiting.

Visitor Processing staff shall inspect and account for the inhaler (cartridge and plastic outer shield mouthpiece) when the visitor is processed in and out of the Prison.

**54020.33.18
FAMILY VISITING COUNT
PROCEDURES**

Prior to placement of the inmate into the Family Visiting Unit, the Family Visiting Officer shall brief the inmate and his visitor(s) regarding count times, wellness checks, and provide both the inmate and visitor with a written notification of count procedures for hearing impaired inmates. The Tower 1 Officer shall be informed of the unit occupied by the hearing impaired inmate and/or visitor(s). At the designated

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY AND SECURITY OPERATIONS</p>
	<p>Article: 42 VISITING</p>
	<p>Section: 54020 POLICY</p>

count times for Level I and Level III, the Tower 1 Officer shall telephone the designated Family Visiting Unit, which shall activate the pager. The hearing impaired inmate, who is required to wear the pager during the visit, shall immediately respond to the vibrating page by making a physical appearance at the Family Visiting Unit gate. In the event the inmate does not respond to the page, the Tower 1 Officer shall notify the Watch Commander who shall dispatch a supervisor and designated staff to respond to the Family Visiting Unit.

Level I Family Visit inmates shall be counted at the following times:

0001, 0300, 0500, 1200, 1700, and 2115 hours

The OP Sergeant shall drive to the front of the Level I Family Visiting Unit and identify the inmate by his ID card.


At the 0900 and the 1700 hour count, the inmate's visitor(s) must step out of the unit. The OP Sergeant shall ensure there are no apparent signs of distress or injury to the visitor(s). At the 1700 hour count, the inmate must physically separate himself from the visitor(s) by a distance of at least 20 feet.

Level III Family Visiting inmates shall be counted by the Watch Office S&E Officer at:

Formal Counts:

0100, 0300, 0500, 1700, and 2115 hours

The Family Visiting Officer shall give the Tower 1 Officer the inmate's ID when he/she checks the inmate into the visiting unit and shall retrieve the ID at the completion of the family visit. A Watch Office S&E Officer shall pick up the inmate ID from Tower 1. The Tower 1 Officer shall call the inmates on the telephone, advise them it is count time, and instruct

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY AND SECURITY OPERATIONS</p>
	<p>Article: 42 VISITING</p>
	<p>Section: 54020 POLICY</p>

them to walk to the front gate of the Family Visiting Unit. The S&E shall identify the inmates, call in the count to Central Control, and return the inmate's ID card to Tower 1.

At the 0900 and the 1700 hour count the inmate's visitor(s) must step out of the unit. The Officer shall ensure there are no apparent signs of distress or injury to the visitor(s). At the 1700 hour count, the inmate must physically separate himself from the visitor(s) by a distance of at least 20 feet.

Inmates in Family Visiting Units are required to present themselves in pants/trousers for count.

54020.33.20
CONDITION AND CLEANLINESS OF
FAMILY VISITING UNITS

The following household items are provided by the Prison:

1. Cooking and eating utensils
2. Cleaning supplies
3. Dishes and drinking glasses
4. Microwave
5. Bedding (Blankets)
6. Clock radio
7. Towels (Optional)
8. Futons
9. Television

Upon completing required cleaning, the inmate shall be returned through Central/Complex Control to his facility by the Family Visiting Officer.

All emergency plumbing, electrical problems, etc., shall be reported to Tower 1 by lifting the telephone receiver in the Family Visiting Unit (removal of the receiver automatically rings the Tower 1 Officer). Non-emergency repairs shall be accomplished when the units are not occupied.

VISITING RESTROOM INSPECTION SHEET

(Attachment)

INSTRUCTIONS: Check each area of concern, and initial the appropriate box. If the hours listed fall outside of your Visiting program for that day, place an "X" in the box for that hourly check.


TODAY'S DATE: _____

Areas of Concern	Check-Off Times									
	0800	0900	1000	1100	1200	1300	1400	1500	1600	
Trash Emptied										
Toilet(s) Clean										
Sink(s) Clean										
Mirrors Clean										
Floors Clean/Dry										
Soap Stocked										
Toilet Paper Stocked										
Paper Towels Stocked										
Notes:										

This form is to be kept in the facility restroom for the duration of the Visiting program. At the end of the Visiting program, 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

 California Department of Corrections and Rehabilitation OPERATIONS MANUAL	Chapter: 5 CUSTODY AND SECURITY OPERATIONS
	Article: 42 VISITING
	Section: 54020 POLICY


P. D. BRAZELTON
Warden

DATE: 3/20/13

Attachment A - Visiting Restroom Inspection Sheet