

**CHAPTER 5, ARTICLE 42****VISITING**

Revision Date: May 2015

**54020.7 Visiting Days and Hours**

In accordance with applicable sections of the California Code of Regulations (CCR), Title 15, Division 3, general visiting at the Richard J. Donovan Correctional Facility (RJDCF) will consist of two-day visiting: Saturdays and Sundays. Visiting will also be permitted on the following legal holidays, according to the existing weekend schedule/hours: New Year's Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

**General Contact Visiting:**

| Days     | Hours                 |
|----------|-----------------------|
| Saturday | 8:00 a.m. – 3:00 p.m. |
| Sunday   | 8:00 a.m. – 3:00 p.m. |

Non-contact Visiting for General Population (GP)/Sensitive Needs Yard (SNY), and Orientation Inmates:

| Days     | Hours                  |
|----------|------------------------|
| Saturday | 10:30 a.m. – 1:30 p.m. |
| Sunday   | 10:30 a.m. – 1:30 p.m. |

Non-contact Visiting for Administrative Segregation Unit (ASU) Inmates:

| Days     | Hours                 |
|----------|-----------------------|
| Saturday | 8:30 a.m. – 1:30 p.m. |
| Sunday   | 8:30 a.m. – 1:30 p.m. |

In an effort for inmates to reach their respective visiting room on time and having enough time to visit, the processing of visitors will cease at 1:30 p.m.

**Non-Contact Visits By Telephone Appointment Only**

All inmates who are on non-contact visiting status shall be scheduled by appointment and are limited to one (1), one-hour visit per general visiting day. Visitors are required to make an appointment for inmates in the following categories by phone or in person on a general visiting day, no earlier than one (1) week in advance:

- Inmates housed in an ASU.
- GP/SNY inmates placed on non-contact visiting status.
- Orientation status inmates.

Inmates on orientation status shall not be permitted to receive contact visits pending initial Unit Classification Committee (UCC)/Institutional Classification Committee (ICC) evaluation.

**Processing Scheduled Appointment**

Visitors may schedule a visit online via the Visitor Processing Appointment Scheduling System (VPASS). In addition, on visiting days, Computer Terminal #3 is designated for the processing of visitors for non-contact visits and to schedule appointments for future appointments. Visitors with scheduled appointments will be processed one-half hour prior to the start of their appointments. All appointments will be scheduled by time availability and for one-hour durations only. Visiting staff will record the visitor's name, as well as the inmate's name and CDCR number in the Non-Contact Appointment Book.

At the time the visitor is processed in the Visitor Processing Center, Visiting staff will notify the housing unit officer of the visit. The housing unit officer will in turn notify the inmate of the visit. This procedure will ensure that appointments start on time.

**Inmates with Scheduled Appointments**

Available appointments for ASU inmates include:

| Days      | Hours |      |      |      |      |
|-----------|-------|------|------|------|------|
| Saturdays | 0830  | 0930 | 1030 | 1130 | 1230 |
| Sundays   | 0830  | 0930 | 1030 | 1130 | 1230 |

Available appointments for GP/SNY and Orientation status inmates include:

| Days      | Hours |      |      |      |      |      |
|-----------|-------|------|------|------|------|------|
| Saturdays | 0830  | 0930 | 1030 | 1130 | 1230 | 1330 |
| Sundays   | 0830  | 0930 | 1030 | 1130 | 1230 | 1330 |

**Cancellation of Appointments:**

If the visitor does not arrive for his/her scheduled appointment at the prescribed time, his/her visit will be cancelled/denied for that day, if the visit cannot be accommodated.

**54020.11 Processing Visitors**

All visitors driving on State property must have a valid driver's license. Visitors shall park their vehicles in designated spaces in the Su Casa parking lot and await the Visitor Transportation Vehicle to transport them to the Visitor Processing Center. Visitors will not be allowed to loiter or walk around the Su Casa parking lot or Institution grounds. Visitors discovered parking in the staff parking lot may be subject to denial of their visiting privileges for the day. Disabled visitors will park their vehicles in the Su Casa parking lot and utilize the transportation van that is American's with Disabilities Act (ADA) outfitted.

**Facility A/D and B/C Visiting Rooms**

When visitors arrive at the Facility A/D or Facility B/C visiting areas, they will present their Strategic Offender Management System (SOMS) Visitor Pass (SVP) and photo identification to the Visiting Control Officer. The Control Officer will review the SVP and black light stamp, as well as ensure the visitor is positively identified via their identification. The Control Booth Officer will return one pass and the photo identification to the visitor.

The visitor will be directed to their assigned visiting room, where they will give the duplicate copy of the SVP to the Floor Officer. The Floor Officer will enter the visitors in and assign them a designated table in order for the visit to be facilitated through the SOMS. The Floor Officer will assign tables at their discretion. The Floor Officer will only assign one inmate/family per table, except for single inmate/visitor tables.

Tables designated for ADA purposes may be used for non-ADA visits; however, once a visitor/inmate arrives, who requires ADA accommodation, the table must be vacated to accommodate the visit.

**MSF**

When visitors arrive at the MSF visiting area, they will present their SVP and identification to the Floor Officer. The Floor Officer will review the SVP and black light stamp, as well as ensure the visitor is positively identified via their identification. The Floor Officer will return the photo identification to the visitor.

The Floor Officer will enter the visitors in and assign them a designated table in order for the visit to be facilitated through the SOMS. The Floor Officer will assign tables at their discretion. The Floor Officer will only assign one inmate/family per table, except for single inmate/visitor tables.

Tables designated for ADA purposes may be used for non-ADA visits; however, once a visitor/inmate arrives, who requires ADA accommodation, the table must be vacated to accommodate the visit.

Visitors will not be permitted to leave the visiting areas and return once their visit has begun, except to utilize the restrooms. Once a visitor leaves the visiting area, the visit is terminated for the day.

Upon completion of the visit, the visitor will present their photo identification to the Control or Floor Officer, who will locate the SVP for the visitor and verify the information. The Control or Floor Officer will positively identify the visitor by their photo identification and proceed to check them out of their visit in SOMS. Additionally, the Control or Floor Officer will verify the visitor's black light stamp. Once verified, the Control or Floor Officer will return the photo identification to the visitor, who will proceed to the designated area to await transportation from the Visiting area.

**54020.13.1 Inspections/Search of Visitors**

Any person coming onto the property of an institution/facility shall be subject to inspection as necessary to ensure institution/facility security including prevention of the introduction of contraband. Inspections may include a search of the visitor's person, personal property and vehicle(s) when there is reasonable suspicion to believe the visitor is attempting to introduce or remove contraband or unauthorized items or substances into, or out of, the institution/facility.



Visitors shall not be forcibly searched unless institution/facility officials possess a court issued warrant to conduct the search, or are being detained for unlawful actions or activities in accordance with section 3292.

#### **54020.13.1 Contraband/Metal Detection Devices**

If the visitor cannot successfully pass through the metal detector, the visitor may be subject to delay or additional searches, to ascertain the reason they cannot clear a Contraband/Metal Detection Device. A visitor will not be permitted to fix a discrepancy without supervision.

Visitors shall be required to submit to contraband and/or metal detection device(s), and a thorough search of all personal items, including inspection of a wheelchair, implant, prosthesis or assistive device, prior to being allowed to visit with an inmate.

At institutions equipped with a functional walk-through metal detector, all visitors shall successfully pass through the detector unless a documented medical condition or disability exists that would preclude the visitor from passing through the detector.

At institutions or facilities without a functioning walk-through metal detector, a hand-held wand type of metal detector may be used.

Areas of the body that have piercings or undergarments with an underwire often alarm metal detectors and may delay or even prevent visiting. Processing may require the removal of shoes, jackets, sweaters, suspenders, belts, piercings, jewelry, or other accessories for closer inspection or separate processing.

Additional screening will occur when an individual sets off the alarm of the metal detector, an individual is selected for additional screening, or an individual has provided documentation to substantiate a condition that precludes successful screening by metal detector. This additional screening may include either: A hand-held wand inspection in conjunction with a clothed body search of the visitor's body (including the torso), clothed body search alone; or an unclothed body search.

When additional screening is required, visitors should let staff know of any personal needs or concerns they may have due to religious or cultural considerations, disability, or other medical concern.

Additional searches will be conducted by staff of the same gender as the visitor. Hand-held wand inspection: A hand-held wand inspection helps staff to identify what may have set off the alarm on the walk-through metal detector or to confirm an alarm present during the initial screening. During the wand inspection the visitor shall be asked to stand with feet and legs apart and arms out to the side while the staff member passes the wand in close proximity to all areas of the visitor's body.

#### **54020.13.2 Clothed Searches of Visitors**

To ensure security, a clothed body search may be used in conjunction with the hand-held wand inspection. A clothed body search may also be performed as a stand-alone procedure, when appropriate, or to resolve alarms set off during an inspection by the metal detector. A clothed body search may include touching sensitive areas of the body.

#### **54020.13.3 Unclothed Searches of Visitors**

At the RJDCF, in order to not traumatize them, minors will not be subject to an unclothed body search. If a minor cannot pass less intrusive methods of search, the minor and adult visitor's visit will be denied for the day due to security reasons.

When a visitor is suspected of having contraband secreted in their mouth or attempts to swallow evidence, no attempt will be made to retrieve the contraband by force. If reasonable suspicion exists to believe evidence has been swallowed, the visitor shall be detained and referred to local law enforcement via the Investigative Services Unit (ISU) staff.

An unclothed body search is a security procedure that involves visual inspection of a person's body with all of their clothing removed and a thorough inspection of the person's clothing for the purpose of detecting contraband. This procedure may be conducted with the visitor's consent when there is a reasonable suspicion that the visitor is carrying contraband and when no less intrusive means are available to conduct the search.

Visitors with temporary or permanent medically implanted or prosthetic device(s) who cannot clear the metal detection device and/or visitors who require the use of a wheelchair or other assistive devices for mobility impairment shall present a letter of verification signed by their physician, physiatrist, prosthetist, or orthotist. The letter must confirm the mobility impairment, and/or the nature of the medically implanted or prosthetic device and its specific location in/on the body, and the need for any assistive device.

Visitors with a temporary medically implanted or prosthetic device(s) shall be required to renew the verification letter every two years.

Visitors with a permanent medically implanted or prosthetic device(s) shall be required to renew the verification letter to coincide with any changes to the device(s).

Visitors who require the use of a wheelchair shall temporarily transfer to a designated institution/facility wheelchair, when available, while visiting staff conduct an inspection of the visitor's wheelchair. Visitors who present a letter signed by their physician that confirms the need for using a battery powered or custom designed wheelchair shall be exempt from the requirement of transferring from their personal wheelchair. In such cases, the visitor shall permit an inspection of the personal wheelchair and allow a hand held metal detection device to be used.

#### **54020.14 Visitor Consent for Search**

If the search of any visitor's person, property or vehicle exceeds that which is normally required for all visitors, the visitor shall be informed in writing of the reason for the search and the name of the official ordering the search. Consent shall be obtained from the visitor prior to the search. Prior to conducting an unclothed body search, staff will ensure the visitor completes and signs a Notice of Request for Search (CDC 888).

#### **54020.14.1 Refusal to Submit to a Search**

Visitors refusing to submit to a clothed or unclothed body search shall have their visits denied for the day. In addition, their future visits shall be conditioned upon their willingness to submit to a clothed or unclothed body search prior to each visit, until the institution feels confident they are not attempting to traffic contraband. The institution head delegates authority to grant consent to conduct clothed and/or unclothed body searches of visitors and searches of their property or vehicles, to staff at the level of Captain, Administrative Officer-of-the-Day (AOD), or higher, unless the prison possesses a court-issued warrant to conduct the unclothed body search. If a court issued warrant has been produced to conduct an unclothed body search, the AOD will be notified prior to conducting the search.

Any person who brings an unauthorized cell phone or wireless communication device within the secure perimeter of the California Department of Corrections and Rehabilitation facility is deemed to have given consent to the department to prevent wireless communication using available technology.

The inmate and the visitor who refused to be searched shall be notified in writing as described in section 3176(a)(3).

Future visits may be conditioned upon the visitor's willingness to submit to a search prior to each visit for as long as institution/facility officials have reasonable suspicion to believe that the visitor will attempt to introduce contraband or unauthorized substances into the institution/facility.

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

Visitors may be allowed to take the following items into the visiting areas:

- One (1) pair of eyeglasses or sunglasses (*detachable sunglasses are not permitted*).
- Two (2) keys on a ring with no other attachments (*Alarm/Key combinations, key fobs, and Rental Car keys that are not readily removable are allowed. Car Alarm Pads are not permitted.*)
- One (1) Empty, transparent, Child's "Sippy Cup."
- One (1) umbrella, during inclement weather only, compact type, no golf or beach type. Pointed ends are not allowed. (*All umbrellas must be secured in the appropriate Visiting Room's Control booth, prior to visiting.*)



#### **54020.20 Visitor Basic Dress Standards**

##### **Prohibited Attire**

The following attire is not permitted at the RJDCF:

- Hospital scrubs.
- Any article of clothing depicting or associated with any Security Threat Group.
- Clothing that resembles state-issued inmate clothing worn to visiting (blue denim or blue chambray shirts and blue denim pants).
- Clothing that resembles law enforcement or military-type clothing, including rain gear, when not legitimately worn by an individual on active duty or in an official capacity.

Garments designed as a jacket or coat must be accompanied by an approved shirt and/or blouse. All other prohibitions are depicted in the Visiting Guidelines and CCR, Section 3174, *Standards of Dress for Inmate Visitors*.

Due to the escape potential that it presents, the excessive layering of clothing is not allowed.

Clothing with attached head coverings will be permitted (*i.e.*, hoodies). Staff may request a visitor to remove the covering to ensure the proper identity of the visitor and ensure there is not a security risk to the institution.

For religious or cultural considerations, disability or medical concerns, visitors may be taken to a private area to address these considerations/concerns.

#### **54020.21 Processing of Inmates**

All inmates entering the visiting complex are subject to a clothed body search by the rear search officer prior to entering the visiting room. At the conclusion of the visit, or anytime the inmate leaves the visiting room for any reason, all inmates are subject to an unclothed body search by the rear search officer or assisting staff.

##### **Facility Staff Responsibilities:**

All Facilities will conduct physical escorts of inmates to and from the visiting complex. All Facilities will provide an additional officer to their respective visiting complex on Saturdays and Sundays at 1430 hours to assist in the processing of inmates exiting the visiting rooms. The Visiting Sergeant will report to the A/D or B/C inmate search areas to ensure compliance with policies and procedures. This will assist in the preservation of the safety and security of the institution by reducing the introduction of contraband into the institutional setting through visiting.

#### **54020.21.1 Inmate Visiting Dress Standards**

At the RJDCF, inmates are not authorized to wear the following state-issued or personal items in the visiting rooms at the time of visit:

- Thermal clothing.
- Sandals or showers shoes.

Inmates may wear Personal Shoes within the Visiting Rooms.

#### **54020.21.2 Authorization of Excused Time Off for Visits**

When death, serious illness, or serious injury occurs to an inmate's immediate family member; clergymen, family members, including registered domestic partners (*This only applies to registered domestic partners of inmates who are not incarcerated, who live in the community and whose relationship was established prior to the inmate's incarceration*), or close friends may visit the inmate to offer condolences or inform the inmate of the occurrence. The inmate will be charged Excused Time Off (ETO).

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

Visitors are not permitted to purchase food items for anyone other than the inmate they are approved to visit. Visitors will not be allowed to share food with other visitors or inmates. Visitors and inmates are permitted only those items purchased from the vending machines located in their respective visiting rooms and/or items purchased from the food service vendor at the institution. Visiting or providing food to the Visiting Porters or camera operators will result in the termination of the visit and possible sanctions concerning future visits.

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

Refer to Local Operational Procedure #16, *Visiting Photo Program*.

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

Hospital visits in community hospitals may be permitted outside of regular institutional visiting hours.

The attending physician, the Chief Medical Executive (CME) and the Warden or his/her designee will make this approval. The length of a visit will be for a maximum of one (1) 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 inmate. A total of two (2) visitors will be permitted into the room at the same time. If more than two (2) visitors arrive to visit, the visitors shall rotate in and out of the room at their discretion, so that the maximum number of visitors and permitted time is not exceeded.

##### **Authorization for Extended Hospital Visit:**

The CME/attending physician, in consultation with the Captain-Health Care Access Unit (HCAU) and Captain-Central Operations, during business hours, Monday through Friday, or the AOD, during off-duty hours, weekends, 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.

#### **54020.29 Visiting Conduct**

Excessive contact, such as kissing, massaging, stroking, sitting with legs intertwined or sitting on laps may result in termination of the visit and/or progressive discipline being initiated.

Visitors must only visit with the inmate they were processed and authorized to visit. Cross visiting from table to table will not be permitted. Visiting with more than one inmate on the same occasion requires the approval of the Warden. All inmates must sit in a direction in which they face the Officer's location.

Designated Inmate Family Council (IFC) members will be allowed to conduct IFC-related business within the Visiting Rooms.

All rules regarding adult visitor conduct applies to minor visitors as well.

For security reasons, when not completing specific duties required of their assigned positions, porters will be required to remain in the Rear Search area. Facility A and D inmates will not be permitted within the Rear Search area at the same time.

##### **Patio Visiting**

Patio visiting will be permitted for all inmates who are authorized contact visits, provided their visiting privileges have not been restricted as a result of disciplinary action. The Visiting Room Sergeant may terminate visiting on the patios or relocate visits to the inside of the building for reasons such as amorous contact, which may be offensive to other visitors.

Patio visits may also be terminated or relocated inside due to uncontrolled children or a violation of visiting regulations.

Visitors and inmates visiting on the patio will be responsible for cleaning their area and disposing of any trash or debris. Patio visiting will be closed during inclement weather, such as: rain, fog, or when the institution reaches a Stage 1 Heat Alert. However, the doors to the Patios may be left opened to increase air-flow within the Visiting Rooms.

##### **Visitor Parking**

The Outside Patrol Sergeant shall routinely inspect the vehicles parked in the designated visitor parking spaces, taking note of any vehicles which are not parked in the proper location or unsecured. Upon locating an improperly parked/unsecured vehicle, the Outside Patrol Sergeant shall notify the Visiting Sergeant of which vehicle was inappropriately parked/unsecured. Visiting Staff may utilize the California Law Enforcement Telecommunication System (CLETS) to identify the owner of the vehicle. Repeated violators may result in progressive discipline be initiated.

The Outside Patrol Sergeant, during his/her routine patrols, shall make contact with any visitors (*or non-visitors*) not waiting in the appropriate locations, and shall direct them to the proper location.



#### **54020.30 Denial or Termination of Visits Due to Overcrowding**

When table capacity has been reached, but neither seating, nor Fire Marshal occupancy capacity has been reached, and there are other approved visitors waiting to visit, terminations due to overcrowding will commence in accordance with the CCR, Section 3176 and Department Operations Manual, Section 54020.30. In an effort to postpone visiting terminations due to overcrowding, staff will canvass visitors for volunteers willing to leave the Visiting Room early.

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

Any attorney visits which will require ADA accessibility will be conducted in the Facility A/D Visiting Room area, where there is an ADA accessible room for private consultation.

If any additional ADA accommodations are needed, the Classification & Parole Representative (C&PR) and/or the ADA Coordinator can be contacted. The C&PR's extension is 7540 and the ADA Coordinator's extension is 7515.

#### **54020.32.1 Clearance and Approval for Attorney Visit**

An attorney desiring to visit an inmate shall request an appointment by calling, faxing (fax #: [619] 671-7566), or writing the Litigation Coordinator or designee. Attorneys desiring to visit an inmate for Lifer Consideration Hearings shall contact the Board of Parole Hearings (BPH) desk. Forty-Eight (48) hours notice is considered minimum for this purpose.

##### **Processing of Attorney Visit Requests**

Private/Personal attorney visits must be scheduled on business days, no earlier than 0800 hours and shall be concluded no later than 1430 hours. There is no limit to the length of the visit; however, it must remain within the designated hours.

Once an attorney has been approved to visit, the Litigation Coordinator must ensure that the Visiting Department is notified. The Litigation

Coordinator will advise the attorney that they must present proof of active registry with a State bar association upon their arrival for the visit. The Litigation Coordinator will advise the attorney to contact the Visiting Department at (619) 661-6500, extension 8650, to schedule their visit.

#### **54020.32.2 Inmate Notification of Attorney Visit**

The Visiting Department Office Technician (OT) or designee will be responsible for maintaining a calendar for all visits in order not to overbook the visiting area on any particular day. Once a visit has been scheduled, the OT shall ducat the inmate by utilizing a Notice of Attorney/Legal Visit (CDC 1081). This ducat will be forwarded to the Inmate Assignments/Watch Office, where it will be processed according to established ducating procedures. The OT shall e-mail a copy of the CDC 1081 to BPH staff.

#### **54020.32.4 Location of Attorney Visits**

Inmate/Patients may be housed in a Mental Health Crisis Bed (MHCB), or other medical setting such as a Correctional Treatment Center (CTC) for the purpose of mental health treatment. Attorneys shall have access to visit these individuals in order to provide adequate due process related to parole proceedings.

When the Litigation Coordinator or designee determines that the inmate's assigned attorney has requested to visit an individual housed in a medical setting for the purpose of mental health treatment, the Litigation Coordinator or designee shall notify the Chief of Mental Health (extension 7060) or designee of the visit request, as well as the assigned attorney of the Inmate/Patient's housing status. The Chief of Mental Health or designee shall notify the assigned primary clinician in the medical setting that the attorney visit was requested.

The Litigation Coordinator or designee will also notify the HCAU Lieutenant at extension 7152. The HCAU Lieutenant will ensure custodial staff assists in facilitating the visit and that adequate staffing is present in the CTC to accommodate the visit. Every effort shall be made to ensure that attorney visits occur, when requested, in a confidential setting. This may require careful scheduling of the attorney visit to avoid affecting services of other patients treated in the facility. When an Inmate/Patient refuses escort to a confidential setting, or there has been documentation that he has been assaultive within the last twenty-four (24) hours, the assigned attorney shall be allowed to make contact with the inmate at the cell-front (*No physical contact*).

When an Inmate/Patient is in clinical restraints (five point), the assigned attorney shall be allowed contact from outside the cell door, with the cell door open.

The June 12, 2007, Valdivia Stipulated Protective Order states that CDCR recognizes the obligation "to provide a parolee's attorney access to sensitive medical and mental health information." It also 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."

The Inmate/Patient's assigned attorney may review the electronic Unit Health Record (eUHR) of the Inmate/Patient, or may request to discuss the mental health conditions with the assigned clinician.

Mental health clinicians shall provide, to the Inmate/Patient's assigned attorney, any information necessary for understanding the mental state and mental health history of the Inmate/Patient.

In rare occurrences, the clinician may determine that a visit from the assigned attorney could compromise the health and safety of the Inmate/Patient. For example, if an individual holds delusional beliefs about the attorney, or threatens self-harm if an attorney visit is allowed, the clinician shall carefully document the reason for concern within the eUHR.

The clinician shall document, using an Informational 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, as well as the time frame recommended for a rescheduled visit. Copies of the CDC 128-B shall be placed in the eUHR and within the Electronic Records Management System (ERMS).

When a clinician determines that an attorney visit could be detrimental to the Inmate/Patient, the Chief of Mental Health or designee shall be notified to review the documentation of the concern. Progress toward resolving the concern shall be documented within the eUHR at least every twenty-four (24) hours. When the Inmate/Patient's assigned 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/Patient. Before leaving the CTC, the Inmate/Patient's assigned attorney shall notify the clinician that their visit has concluded to ensure clinical contact is completed immediately following the visit.

#### **54020.32.5 Processing**

BPH and the Staff Entrance Officer will verify that the attorney is approved to visit in Gate Clearance Database. Should the Visiting OT, Staff Entrance Officer, or BPH staff discover the attorney is not listed in the Database; they will immediately contact the Litigation Coordinator.

Once verified, the Staff Entrance Officer will direct the attorney to the Visitor Processing Center, where Visiting staff will process the attorney in accordance with CCR, Title 15, Division 3, Section 3178(h) and DOM, Section 54020.32.5. To maintain confidentiality, Visiting staff shall not read any documents presented by the attorney.

Additionally, Visiting staff will conduct a metal detector search of the attorney by utilizing a metal detection device. Furthermore, the attorney is required to present their State Bar card or equivalent documentation, showing they are currently registered in good standing with the State Bar Association.

During this process, BPH staff shall locate and escort the inmate at the appropriate time to the Facility A/D Visiting complex for his visit.

##### **Contact Visits**

At the conclusion of the visit, BPH Staff shall conduct an unclothed body search of the inmate in a discreet area of the Rear Search area. All protocols pertaining to confidential materials must be adhered. Attorneys are not permitted to purchase refreshment items for an inmate from the vending machines.

##### **Litigation Coordinator Responsibilities**

It is essential that the Litigation Coordinator be involved when a compelling-need request is presented, in order to ensure that all decisions to grant an exception to the regular visiting policies and procedures are consistently applied throughout the institution.



**54020.33.2 Inmate Applications for Family Visits**

Applications will be accepted at anytime once approval is achieved. Multiple applications for multiple appointments shall not be accepted. Upon completion of a Family Visit, applicants may submit a new Family Visiting Application (CDC 1046) to the Family Visiting Officer (FVO).

The CDC 1046 shall be completed in its entirety and signed by the appropriate personnel depicted on the form. All visitors' contact numbers shall be clearly legible and accurate, or delays in scheduling may be experienced.

**54020.33.4 Notification of Scheduled Family Visiting Dates**

Family Visits will be scheduled approximately every (90) days, or upon availability. Once the approved application is received by the FVO, the FVO shall contact the family member and schedule the visit.

**54020.33.8 Processing Inmates for Family Visiting**

Thursdays and Saturdays are designated as the start days for visits. The morning of the scheduled visit, the FVO will contact the Facility Security Patrol (S/P) to advise them of the inmates who will be participating in a Family Visit. The FVO will be responsible for generating, processing and distributing notice of the inmate movement via SOMS. The FVO will contact the appropriate housing unit so that the inmate is notified to report to the Facility Program Office for escort.

**Facility/Watch S/P Responsibilities**

The respective Facility S/P shall be responsible for escorting and processing the Family Visiting inmate to the Watch Office. Processing will include an unclothed body search, property search and property inventory. The Facility S/P will ensure that the inmate is only in possession of State-issued property for the Family Visit, in accordance with this section in DOM. The property inventory will be maintained in the inmate's facility program office for the duration of the visit, with a copy provided to the FVO.

The inmate's Medical Administration Record (MAR) and medications will remain in his assigned housing unit or Facility Clinic. Medical staff assigned to the housing unit/clinic will contact the Watch S/P, in order to assist them with the dispensing of medications during the duration of the Family Visit.

The Watch S/P is responsible for accompanying the housing unit medical staff to the applicable Family Visiting Unit at designated times to dispense medication to an inmate participating in a Family Visit.

Upon completion of the visit, the Watch S/P is responsible for transporting the inmate back to their respective facility. Once at the Plaza Gate, contact shall be made with the Facility Program Sergeant and a designated Facility S/P shall process the inmate back on to the facility. The Facility S/P shall be responsible for processing the inmate, which will include an unclothed body search, obtaining a urine sample for the purpose of testing and reissuing the inmate's property. Once completed, the inmate will be released back to his assigned housing unit.

**54020.33.10 Family Member Participation**

If an inmate's visitor fails to participate by not arriving for one scheduled family visit or by canceling three (3) consecutive scheduled family visits, the visitor will not be scheduled for additional visits for a period of six (6) months.

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

All visitors shall report to the Su Casa unit, located near the prison entrance, no later than 1100 hours. Failure to meet this requirement may result in the cancellation of the visit.

**54020.33.14 Processing of Visitors for Family Visiting**

The FVO shall positively identify each visitor's identification by utilizing the visitors approved form of identification (*i.e., driver's license, military ID, Passport, etc.*) to ensure only approved visitors are processed. Birth Certificates shall be presented to confirm a minor's identity. Failure to produce any of the required documents will result in the cancellation of the visit.

All personal property brought for the purpose of the family visit shall be inspected and searched. All family members must submit and clear the metal detection device prior to the visit in accordance with DOM, Section 54020.13.1.

In the event the visitor does not clear the metal detection device, the visitor may be subject to a clothed or unclothed body search prior to beginning a visit in accordance with DOM, Sections 54020.13.1, 54020.13.2, and/or 54020.13.3.

If a visitor fails to clear the metal detection device, he/she shall not be permitted to leave the officer's line-of-sight, unless he/she elects to cancel the Family Visit. A visitor will not be permitted to fix a discrepancy without supervision.

All items will be subject to inspection/search by the FVO.

**54020.33.16 Food for Family Visiting**

The visitor or inmate shall purchase all food for the Family Visit from an approved vendor prior to the visit. Once the visiting date is established, it shall be the responsibility of the inmate/visitor to order the food required from an approved vendor. No food items will be accepted prior to thirty (30) days from the scheduled visit.

The visitor shall take the unused food items with them upon completion of the Family Visit. Inmates are not permitted to bring any food items back to the facility.

Food items received more than (30) days may be returned to the vendor and the prospective visitor/inmate may be subject to a restocking fee. The FVO shall notify the visitor and inmate if food items are returned to the vendor.

The FVO will pick-up the food items from the Warehouse and store the items at the Family Visiting Office until the visit can be successfully scheduled.

**54020.33.17 Family Visitor Medication**

Visitors may be permitted to bring prescribed medication for use during the family visit; however, physician's verification shall be provided. The family visitor will be required to bring a current prescription from a physician. The medication must be in the original prescription container.

Required medications shall be stored in the Watch Commander's Office and be distributed to the visitor at prescribed times, or as required, by the Watch S/P. The Watch S/P issuing the medication will ensure that the medication is taken by the family visitor in his/her presence. If it is necessary for the visitor to utilize a syringe to administer the medication, the Watch S/P will observe the visitor during this period.

The syringe and needle will then be placed in a sharps container and transported to the Triage Treatment Area for disposal in a secured, sharp's container.

Should the family visitor's medications require refrigeration, they will be stored in the refrigerator located in the Watch Commander's Office.

**54020.33.18 Family Visiting Count Procedures**

All inmates assigned to Family Visiting Units will be required to physically stand and present themselves for all counts. The Watch S/P will pick-up the inmate's identification card from Central Control and will positively identify the inmate.

The Watch S/P will count the inmate at the designated count times. Counts will be conducted at: 0100, 0300, 0500, 1130, 1630, and 2115 hours. The inmate shall be required to step outside the unit, when contacted via telephone, by Central Control. Additional emergency counts may be required.

The Family Visiting Program General Information (Attachment F) will be made available to all housing units for posting.

Daniel Paramo CDWCA

DANIEL PARAMO

Warden

Richard J. Donovan Correctional Facility

5/27/15

Date

**ATTACHMENTS:**

Attachment A: Facility A Seating Chart

Attachment B: Facility B Seating Chart

Attachment C: Facility C Seating Chart

Attachment D: Facility D Seating Chart

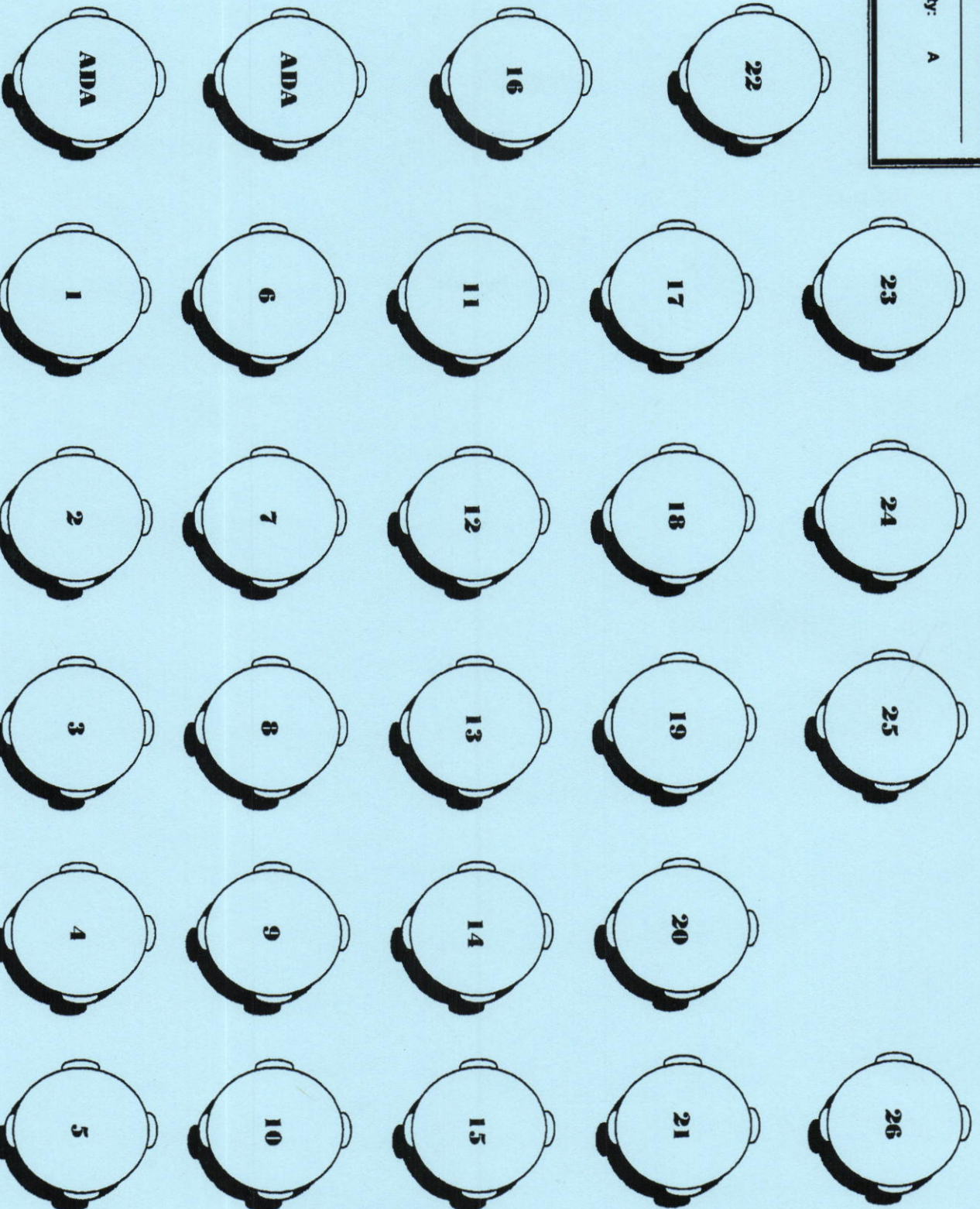
Attachment E: Facility M Seating Chart

Attachment F: Family Visiting Program General Information



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

Facility: A

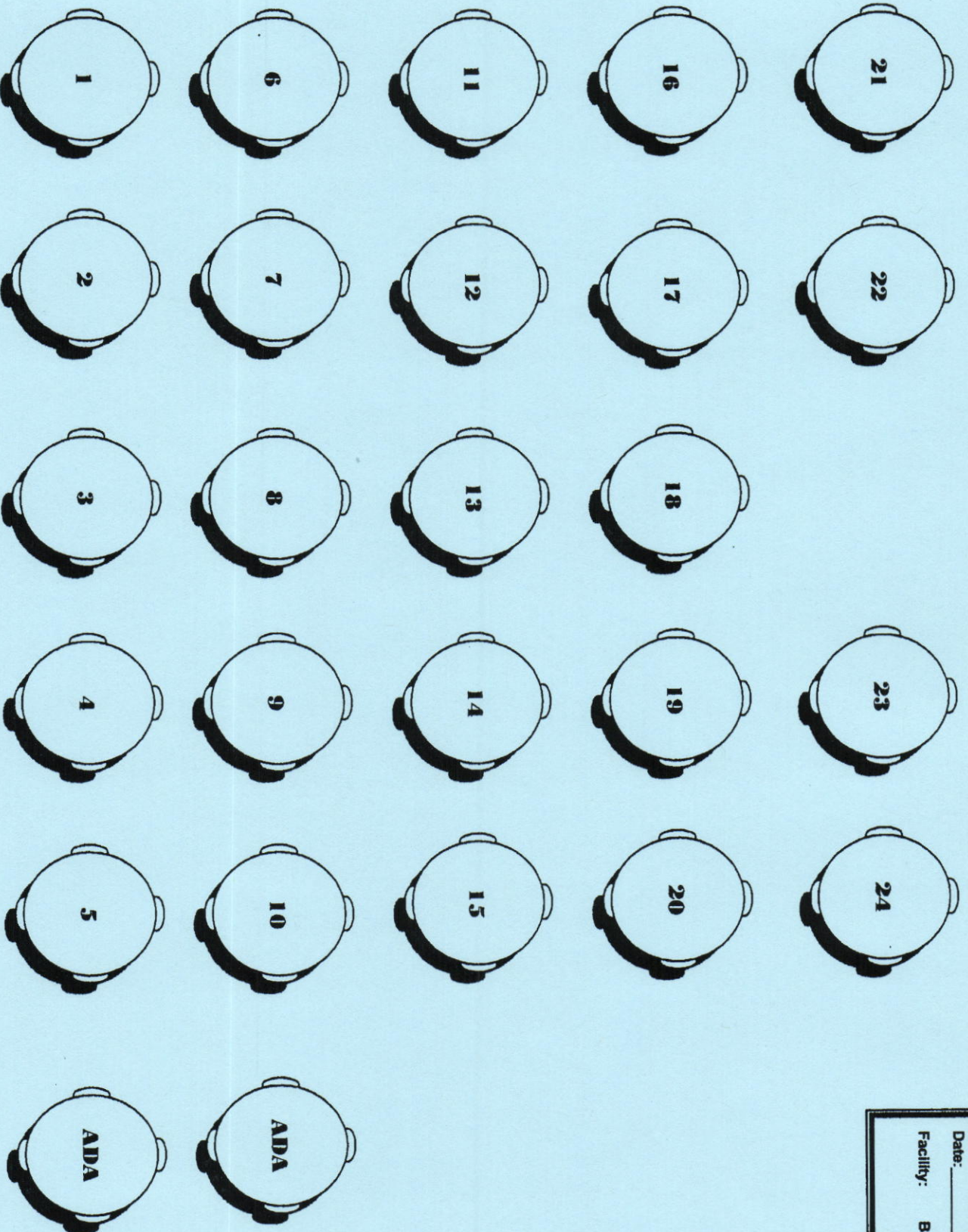


Officer's Area



ATTACHMENT B

|             |
|-------------|
| Date: _____ |
| Facility: B |

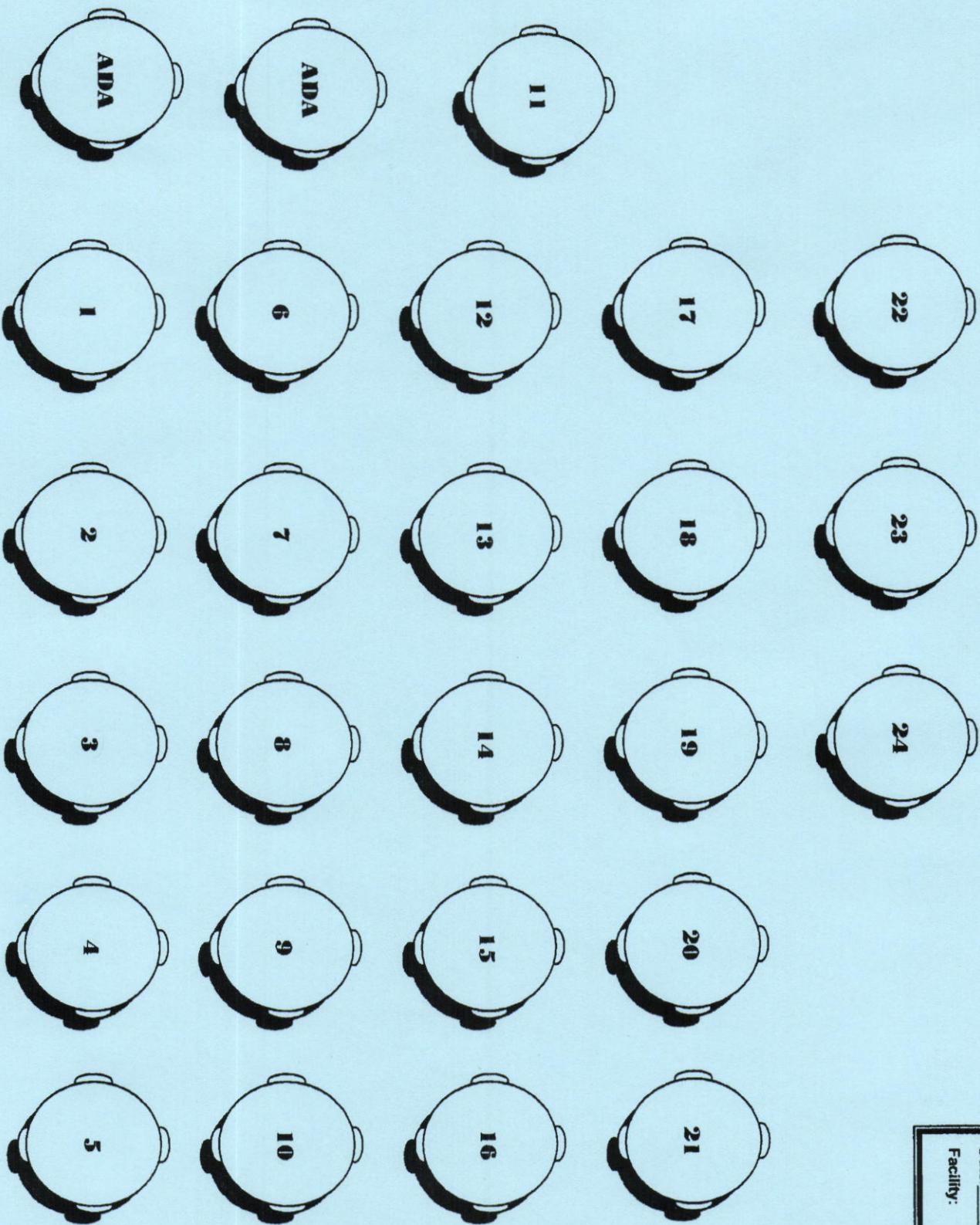


Officer's Area



ATTACHMENT C

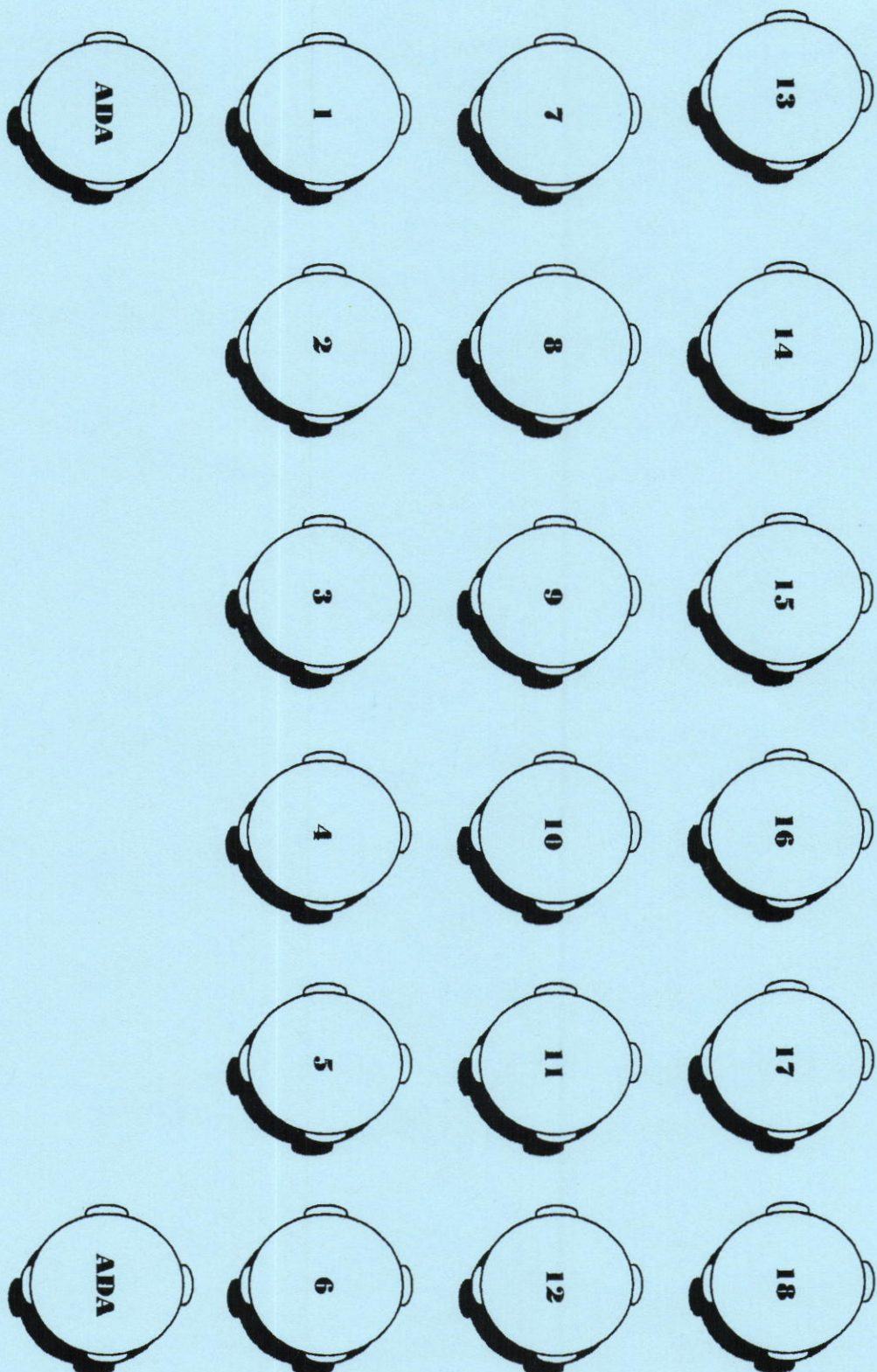
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| Date: _____ |
| Facility: C |



Officer's Area



Date: \_\_\_\_\_  
Facility: FACILITY M

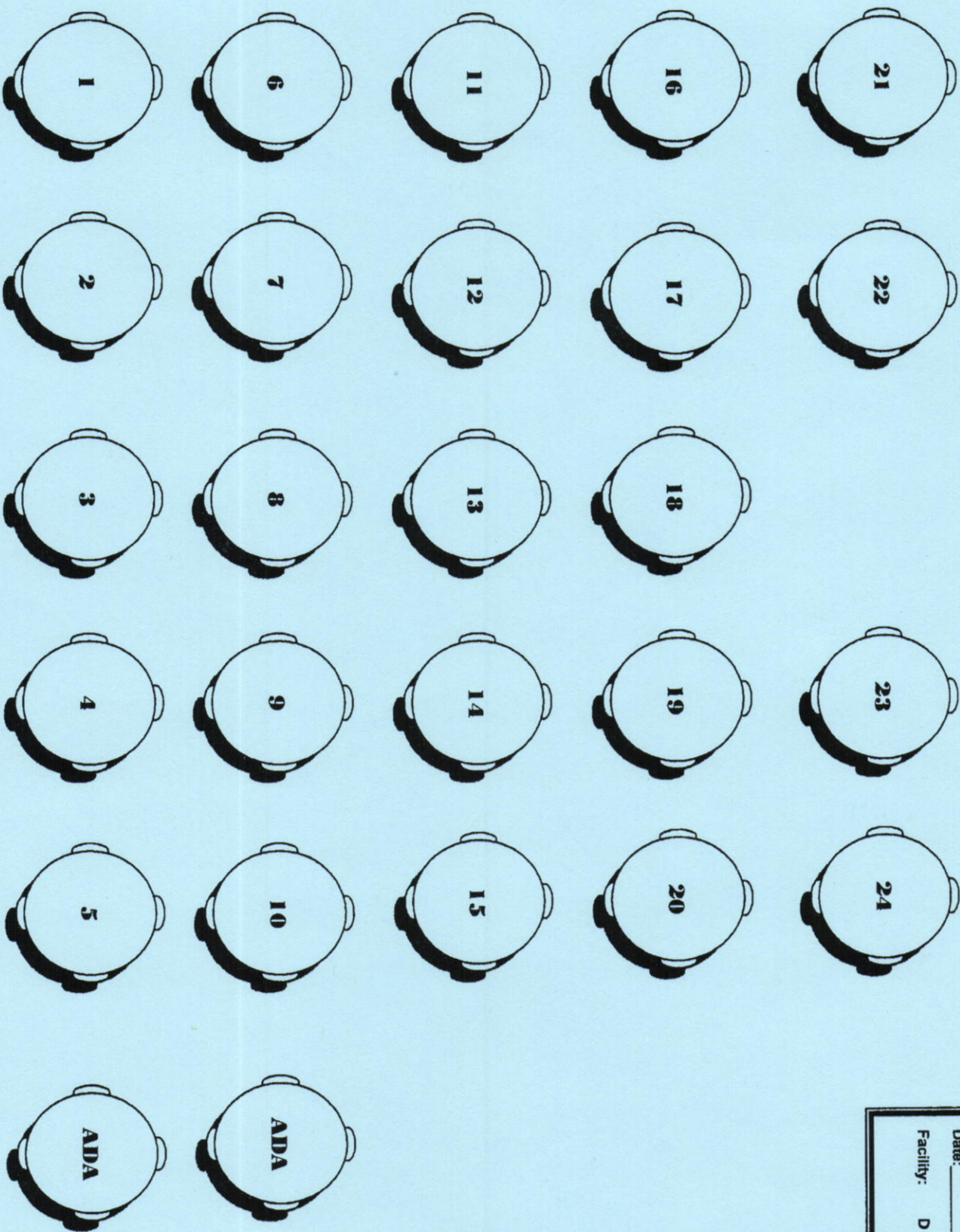


Officer's Area



ATTACHMENT D

|             |
|-------------|
| Date: _____ |
| Facility: D |



Officer's Area



Richard J. Donovan Correctional Facility  
480 Alta Road  
San Diego, CA 92179



## FAMILY VISITING PROGRAM GENERAL INFORMATION

This packet has been made available to you in order to facilitate your family visit. Read all the information carefully as this will help expedite your processing time. This pamphlet is intended to provide the basics information in achieving a successful family visit. However, all applicable sections of the California Code of Regulations, Title 15, Division 3, and the Department Operations Manual are the binding rules and procedures that shall be followed.

Family visiting is a privilege earned by the inmate through successful program participation. Misconduct on the part of the inmate or visitor(s), violation of a law, rules, or regulations may be cause for denial and/or termination of this visiting privilege.

The institution shall provide the following accommodations: linen, bath towels, cookware, plates, silverware, and cleaning supplies.

**Applications:** Applications will be accepted at anytime, once approval for family visits is achieved. Multiple applications for multiple appointments shall not be accepted. Upon completion of a Family Visit, applicants may submit a new Family Visiting Application (CDC 1046) to the Family Visiting Officer (FVO). The CDC 1046 shall be completed in its entirety and signed by the appropriate personnel depicted on the form. All visitors' contact numbers shall be clearly legible and accurate, or delays in scheduling may be experienced.

**Food Orders:** Inmates participating in the Family Visiting Program shall be required to purchase all food for the visitor and themselves with funds from their trust account or by the family member. A minimum of two (2) meals per day, per person, shall be purchased prior to commencement of the family visit. Currently, orders can be made through Access Catalog Company (1-800-546-6283 or [www.accesscatalog.com](http://www.accesscatalog.com)) or Walkenhorsts (1800-660-9255 or [www.walkenhorsts.com](http://www.walkenhorsts.com)). All packages shall be inspected by the FVO for contraband and to ensure there is ample food supplies for all visitors. Food orders may be returned to the vendor if the scheduled visit doesn't occur within thirty (30) days of the date the appointment was made. Any restocking fee will be charged to the prospective visitor.

**Scheduling:** You will only be scheduled for a family visit after the completed CDCR 1046 and your food order has been received by the FVO from an approved vendor. Once both items are received, the FVO will contact the visitor to schedule a visiting date. Start days are Thursdays and Saturdays.

**Reporting Time:** Visitors must arrive no later than 11:00 a.m. at the Su Casa parking lot. Parking spaces have been reserved for the overnight visitors. Failure to arrive at the depicted time will result in the cancellation of the visit. It's understood that slight delays (5-10 minutes) may occur; therefore you must contact the FVO at 619-661-6500, extension 5654 prior to 11:00 a.m. Phone contact may not be achieved, so allow ample time to account for traffic delays or unforeseen circumstances.



**Required Identification:** All Adult visitors shall present picture identification before being permitted to visit. The following are acceptable forms of identification for visitors:

- Valid driver's license with picture.
- Valid Department of Motor Vehicles identification card with picture.
- Valid government-issued passport with picture (*must include a current un-expired visa issued by the United States Department of State, if applicable*).
- Armed Forces' identification card with picture.

In addition to the above:

- The legal spouse must present the original marriage license with original county seal, stamp and recording clerk's signature.
- The Mother/Father/Brother/Sister/Grandparent must present an original certified birth certificate and the inmate's original certified birth certificate. Note: If the inmate has a stepfather, his mother must provide her original marriage license with the county seal, stamp and recording clerk's signature.
- Any approved family visitor chaperoning a minor child, must have prior approval from the Warden. Once approved, a notarized document from the child's legal guardian, authorizing the escort for the purpose of visit. The chaperone must bring the original certified birth certificate(s) for all minors.

**Processing:** The processing of visitors shall commence in the Visitor Processing area, which will include but not limited to: Verification of identity and relationship to the inmate, property search for contraband and accountability of all allowable property. All visitors must successfully clear the metal detector or body search if a medical device (*pacemaker*) forbids the use of metal detection devices.

**Allowable Property:** The following items are permitted for each visitor:

- Parcel: One (1) soft canvas bag, overnight kit or shoulder tote. (*No hard sided suitcases, rolling bags with extending metal handles*).
- Clothing: Limited to the amount needed for the visit. Clothing worn during the processing in and out of the visit shall meet the restriction set for required clothing for general visits.
- Personal Items: Toiletries(*transparent*) travel size only and enough for the length of visit – soap, body wash, deodorant (*non-aerosol*), toothpaste, lotion, lubricant, mouthwash (*no alcohol base*), ten (10) factory sealed condoms, one (1) face towel, one (1) hand towel, five (5) pieces of make-up (*no powder form*).
- Children Toys: Two (2) small toys with no removable parts, non-electric or battery operated. (*No stuffed toys, no crayons/colored pencils*).
- Hats, wigs or hairpieces may be worn, with medical verification that it's needed from a licensed U.S. physician.

**Medication:** The Watch Office personnel shall maintain the visitor's prescription medication. All medications shall be current and in there prescribed bottle. Heart and asthma patients shall be permitted to retain nitroglycerin or inhaler in the family visiting unit. Other prescribed medication shall be delivered to the visitor at the prescribed times by the Watch Officer personnel. Diabetic visitors must provide new factory sealed vials of insulin on each visit.



**Prohibited Items:** The following items are not permitted:

- Narcotics or controlled substances per California Penal Code, Section 4573, 4573.5, and 4573.6
- Alcoholic beverages
- Clothing items that resemble approved inmate clothing (*gray sweat pants/shirts, white t-shirts/socks, male boxer underwear, unisex clothing*)
- Knives or fingernail files
- Electrical or battery operated devices (*hair dryers, radios, cellular phones, games, hair rollers, etc.*)
- Cookware, silverware
- Cameras or recording devices
- Linens, towels, or blankets
- Any tobacco products
- Pets
- Aerosol sprays
- Glass of any kind
- Currency
- No hair styling kits or hair tints.
- "Over the counter" medication
- No food items of any kind (*gum and candy included*)
- Any item that is deemed to pose a threat to the safety and security of the institution.

Excessive items that appear unnecessary or unallowable items must be stored in a locker provided and retrieved at the conclusion of the visit.

**Housekeeping:** The participants of the family visit are responsible for the cleanliness and upkeep of the living unit. Prior to leaving the unit, all items and surfaces shall be cleaned, which include floors, counters, sinks, shower, cabinets, refrigerator, stove, toilet, mirrors, cookware, dishes, and furniture, etc. The FVO shall inspect the unit prior to the removal of participants. In addition, an inventory of all State property shall be conducted. If discrepancies are not corrected, disciplinary documentation will be prepared, which may result in the suspension of future family visits.

**Inmate Counts:** All inmates assigned to Family Visiting Units will be required to physically stand and present themselves for all counts. The Watch S&E will pick-up the inmate's identification card from Central Control and will positively identify the inmates.

The Watch S&E will count the inmate at the designated count times. Counts will be conducted at: 0100, 0300, 0500, 1130, 1630, and 2115 hours. The inmate shall be required to step outside the unit when contacted via telephone by Central Control. Additional emergency counts may be required.