

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:

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