



**RICHARD J. DONOVAN CORRECTIONAL FACILITY
AT ROCK MOUNTAIN
San Diego, California**

Date: January 2015

I. PLAN TITLE:

Operational Plan #48
Gate Clearance/Volunteer Application Processing Procedures

II. PURPOSE AND OBJECTIVES:

The purpose of this plan is to provide guidelines for processing non-State employees into and out of the Richard J. Donovan Correctional Facility (RJDCF).

III. REFERENCE:

- A. Department Operations Manual (DOM), Chapter 1, Article 14, *Community Relations*
- B. DOM, Chapter 3, Article 7, *Personal Identification Cards*
- C. DOM, Chapter 5, Article 42, *Visiting*
- D. DOM, Chapter 10, Article 9, *Volunteers*
- E. California Code of Regulations (CCR), Title 15, Division 3, Chapter 1, Subchapter 2, Article 7, *Visiting*
- F. The Plata vs. Schwarzenegger Decision
- G. Memorandum dated August 29, 2011, authored by Judith L Metz, former Chief, Correctional Case Records Services, entitled, "Gate Clearances for Visits by Other Departments/Agencies (CR/01/21)." (Attachment C)
- H. Memorandum dated June 1999, authored by David Tristan, former Deputy Director, Institutions Division, entitled, "Official Visits By Other Departments/Agencies." (Attachment D)

IV. APPROVAL AND REVIEW:

- A. This plan will be reviewed annually during the month of January by the Chief Deputy Warden (CDW), Associate Warden, Operations (AWO), and the Administrative Assistant/Public Information Officer (AA/PIO).

B. This plan and any revisions to it must be approved by the Warden prior to implementation.

C. Date last reviewed: **January 2014**

V. RESPONSIBILITY:

A. The Warden has the overall responsibility for the administration of this plan.

B. The CDW is responsible for the operation of this plan.

C. The Correctional Captain, Central Services, and the AA/PIO have the overall responsibility for the implementation and processing of this plan.

VI. METHODS

A. **Policy:**

1. Gate Clearances shall be completed and issued for all non-California Department of Corrections and Rehabilitation (CDCR) employees who require approved entrance into the RJDCF. Individuals who may require clearance include, but are not limited to:

- Attorneys
- Medical contract employees
- Maintenance personnel
- Tour participants
- Religious volunteers
- Vendors (*delivery personnel*)

2. Contractors are responsible for having all Providers obtain a completed Live Scan background check at the Contractor's cost as part of the credentialing requirement to perform services on-site.

3. Any individual that does not possess a valid State Identification Card, Law Enforcement Identification Card, Gate Clearance Form (Attachment A), Volunteer Gate Clearance Form (Attachment B), or that is subpoenaed as a witness for the Board of Parole Hearings (BPH), or who appears on the Volunteer Register, shall not be permitted within the secured perimeter of the institution without the Watch Commander or higher authority's approval.

4. Clearance for visitors of other Departments/Agencies shall be processed in accordance with DOM, Chapter 1, Article 14, *Community Relations*, along with the memorandums noted in Section III, G and H.

B. Form Types:

1. Gate Clearance Form:

- a) This Gate Clearance Form (Attachment A) is to be utilized for all non-CDCR employees who require approved entrance into the RJDCF, who are not volunteers.

2. Volunteer Gate Clearance Form:

- a) The Volunteer Gate Clearance form (Attachment B) shall only be used/completed for volunteers who will provide occasional services or for a period of less than six (6) months.

C. Form Completion/Submission:

1. All Gate Clearance Forms must be completed legibly and in their entirety, with the escorting employee's name and telephone extension listed.

2. Gate Clearance Form Completion Instructions:

- a) Date(s) of Visit: A date must be specified. If the date is for an extended period of time, it must be justified (i.e., repair vendors may be cleared for six [6] months to [1] year; medical contractors must be fingerprinted, should clearance for [1] year be requested.)
- b) Time(s) of Visit: A time must be specified.
- c) Name: All requests must have full name listed in the following format (last, first, middle). In addition, any suffixes [i.e., Jr., II, III, etc.] must also be listed.
- d) Social Security Number (SS#): A SS# must be specified. In instances where they do not have a SS#, it must specify a passport number or other type of foreign identification.
- e) Identification Number (ID#): An ID# must be specified. An ID may be in the form of a Driver's License, State Identification Card, etc. If other than a California Driver's License or State ID, the location of the ID must be listed.

(Replacement of the ID listed in the Gate Clearance for another form of ID will not be permitted).

- f) Date of Birth (DOB): A DOB must be specified in the following format (day/month/year).
- g) Purpose of Visit: The purpose of the visit must be specified (i.e., Tour, CROP, Attorney Visit, etc.)
- h) Approval/Disapproval Boxes: This section is to be completed by the AA/PIO or designee only.
- i) Employee Escort: If the person requesting/sponsoring the Gate Clearance is not the same as the escorting employee, a name, title, department and extension must be specified.
- 1) The requestor will receive an electronic copy of the approved/disapproved Gate Clearance and it is his/her responsibility to notify the escorting employee of such.
 - 2) The Staff Entrance Officer or Vehicle Sallyport Officer is responsible for ensuring that the escorting employee is the same person listed on the Gate Clearance.
- j) Equipment/Materials/Other Comments: A list of all equipment/materials which are to be brought into the institution must be listed, specifying any possible tools/items which the visitor requires to take in.
- 1) A detailed tool/equipment list will be required in order for the tools/equipment to be processed inside the institution.
 - 2) No cameras, radios, and/or phones will be permitted into the institution, unless it is clearly identified as State issued or has been approved and noted on the Gate Clearance.
 - 3) Any other comments related to the visitor may be placed in the boxes designated for this section (i.e., Visitor needs access through the Vehicle Sallyport, etc.).
 - 4) Should the equipment/material list take additional/more space than is available on the Gate Clearance form, the "See Attached" box will be checked and the list will be attached to the Gate Clearance upon submission.
 - a. The attached Equipment/Materials List will include the following:
 - Employee Sponsor's printed name, extension and signature

- Approving Supervisor's printed name, extension and signature
- AA/PIO or designees approval/disapproval notation, along with their printed name and signature.

- i) Purpose of Entry: This section is to be completed by the AA/PIO or designee only.
- j) Employee Sponsor: For notification purposes, a printed name and extension must be specified. In addition, the employee sponsor's signature is also required.
- k) Approving Supervisor: For approval and clarification purposes, a supervisor's printed name and extension must be specified. In addition, the approving supervisor's signature is also required, acknowledging that the form has been reviewed/completed correctly and approved for submission.
- l) Final Approval: The AA/PIO should be the primary position for approving/disapproving Gate Clearance forms. In the AA/PIO's absence, those staff designated in Section H1, may approve/disapprove the Gate Clearance.

3. Volunteer Gate Clearance Form Completion Instructions:

- a) Date(s) of Clearance: A date must be specified. If the date is for an extended period of time, it must be justified (i.e., more than one time, but less than [6] months).
- b) Time(s) Scheduled: Time(s) must be specified.
- c) Name: All requests must have full name listed in the following format (last, first, middle) and any suffixes [i.e., Jr., II, III, etc.]) must also be listed.
 - 1) For those individuals whom the sponsor requests to have escort/key privileges, the sponsor will notate an "E" for escort and/or "K" for key next to the individuals name on the Gate Clearance.
- d) Social Security Number (SS#): A SS# must be specified. In instances where they do not have a SS#, it must specify a passport number or other type of foreign identification.

- e) Identification Number (ID#): An ID# must be specified. An ID may be in the form of a Driver's License, State Identification Card, etc. If other than a California Driver's License or State ID, the location of the ID must be listed. (*Replacement of the ID listed in the Gate Clearance for another form of ID will not be permitted*).
- f) Date of Birth (DOB): A DOB must be specified in the following format (day/month/year).
- g) Purpose of Visit: The purpose of the visit must be specified (i.e., Tour, CROP, Attorney Visit, etc.). Volunteers must specifically designate the purpose of their visit, "Ministry" will not suffice as a descriptive enough purpose.
- h) Escort/No Escort/Automated Visiting Information System [AVIS] Clear/Approval/Disapproval Boxes: *This section is to be completed by the AA/PIO, CRM or designee only.*
- i) Day(s) of Assignment: The day(s) the volunteer will be entering the institution must be specified.
- j) Hour(s) of Assignment: The hour(s) the volunteer will be inside the institution must be specified.
- k) Assigned Work Location: The location the volunteer will conduct their business must be specified.
- l) Area(s) of Access: The designated area(s) the volunteer will have access to must be specified.
- m) Employee Escort: If the person requesting/sponsoring the Gate Clearance is not the same as the escorting employee, a name, title, department and extension must be specified.
 - 1) The requestor will receive an electronic copy of the approved/disapproved Gate Clearance and it is his/her responsibility to notify the escorting employee of such.
 - 2) The Staff Entrance Officer or Vehicle Sallyport Officer is responsible for ensuring that the escorting employee is same person listed on the Gate Clearance.
- n) Equipment/Materials/Other Comments: A list of all equipment/materials which are to be brought into the institution must be listed, specifying any possible tools/items which the visitor requires to take in.

- 1) A detailed tool/equipment list will be required in order for the tools/equipment to be processed inside the institution. No cameras, radios, and/or phones will be permitted into the institution, unless it is clearly identified as State-issued or has been approved and noted on the Gate Clearance.
- 2) Any other comments related to the visitor may be placed in the boxes designated for this section (i.e., Visitor needs access through the Vehicle Sallyport, etc.).
- 3) Should the equipment/material list take additional/more space than is available on the Gate Clearance form, the "See Attached" box will be checked and the list will be attached to the Gate Clearance upon submission.
 - a. The attached Equipment/Materials List will include the following:
 - Employee Sponsor's printed name, extension and signature
 - Approving Supervisor's printed name, extension and signature
 - AA/PIO or designee's approval/disapproval notation, along with their printed name and signature.
 - m) Employee Sponsor: For notification purposes, a printed name and extension must be specified. In addition, the employee sponsor's signature is also required.
 - n) CRM or Designee: For approval and clarification purposes, the CRM or designee's printed name and extension must be specified. In addition, the CRM or designee's signature is also required, acknowledging that the form has been reviewed/completed correctly and approved for submission.
 - o) Authorization for Access to Institution Keys: *This section is to be completed by the AA/PIO or designee only.*
 - p) Final Approval: The AA/PIO should be the primary position for approving/disapproving Volunteer Gate Clearance forms. In the AA/PIO's absence, the Correctional Captain, Central Services, may approve/disapprove the Gate Clearance.
4. Once completed, all Gate Clearance forms will be submitted to the AA/PIO, who will coordinate their processing.

D. **Processing:**

1. The time required for the processing of Gate Clearance forms may vary, depending on the availability of staff to conduct the required security clearance procedures.
2. To ensure that the timely access to care is provided to inmates, medical contract staff shall be given priority in processing.
3. Only a designated and qualified staff member will conduct the required security clearance checks via the California Law Enforcement Telecommunication System (CLETS) checks in regards to Gate Clearance forms.
4. Once the security clearance check is completed, a printout will be generated and forwarded with the Gate Clearance to the AA/PIO for review.

E. **Processing Delegations/Instructions:**

1. All individuals who work in departments which have access to CLETS Operators (i.e., Medical, Plant Operations, Litigations, etc.) must request their Gate Clearances via their designated CLETS representative and not the AA/PIO or Gate Clearance Processor (GCP).
 - a) After verifying each visitor's information through CLETS, the Gate Clearance with the results for each individual will be delivered to the GCP, who will forward the information to the AA/PIO for processing and approval/disapproval.
2. All other departments not listed above must submit their Gate Clearance forms to the GCP so that they may be logged, assigned to a CLETS Operator, and returned to the AA/PIO for processing and approval/disapproval.
3. CLETS Operators will notate that the Gate Clearance has been run through CLETS by placing their initials and date run on the side of the Gate Clearance form.
 - a) No Federal Bureau of Investigations (FBI) or Criminal Identification and Investigation (CI&I) notations will be made on the Gate Clearance, as the information will be returned to the requestor upon approval/disapproval.
4. The GCP will block out or redact the SS#, ID#, and DOB on the Gate Clearance, prior to forwarding or electronically mailing (e-mail) the requestor a copy.

5. The GCP will file all Gate Clearances in their designated location, in chronological order by the date of request.
6. All Gate Clearances that are processed on an emergency basis and were not run through CLETS at the time of entrance (even if the visitor was escorted at the time), must still be run through CLETS when the GCP receives a copy of the Gate Clearance or as soon as possible thereafter.

F. **Volunteer Applications Packets/Requests for Identification Cards:**

1. Volunteer Applications Packets and requests for ID cards will be processed in accordance with established Departmental procedures and as outlined in this Operational Plan (OP).
2. Requests for the issuance/renewal of ID cards shall be in accordance with DOM, Chapter 3, Article 7, *Personal Identification Cards*.
3. Volunteer Identification Cards (VIC) (a.k.a., "Brown Cards"), will not be issued without the completion of a Personnel-based questionnaire and the CRM or designee's approval signature.
4. VIC holders will be fingerprinted in the Personnel Department via the Livescan, should the Warden or designee determine that it is necessary to complete the security clearance.
5. ID cards will not be permitted until the required security clearances have been completed.

G. **Criteria:**

1. In order to maintain the safety and security of the RJDCF, the same criterion/procedures utilized for the clearance of visitors, as outlined in CCR, Title 15, Division 3, Chapter 1, Subchapter 2, Article 7, *Visiting*, and DOM, Chapter 5, Article 42, *Visiting*, will be adhered to in the processing/review of Gate Clearance forms.
2. In addition to section D1, Volunteer Gate Clearance forms, must also adhere to the criterion/procedures outline in DOM, Chapter 10, Article 9, *Volunteers*.
3. Ex-felons, ex-inmates, or parolees shall be reviewed on a case-by-case basis and are subject to the Warden's written approval to enter State grounds.

H. **Approval:**

1. The AA/PIO has the authority to approve/disapprove visitors into the RJDCF. In the absence of the AA/PIO, the designated alternates are the:
 - Litigation Coordinator,
 - Correctional Captain, Central Services,
 - CRM, or higher ranking official who has the authority to approve/disapprove visitors into the RJDCF.
2. All original Gate Clearance forms shall be maintained in a designated location within the CDW's and/or AA/PIO's office.

I. **Disapproval:**

1. In the event an individual is disapproved, the specific circumstances pertaining to the disapproval shall not be documented on the Gate Clearance form.
2. Should the individual wish to inquire about the specific reason for disapproval, he/she will be directed to contact the AA/PIO.

J. **Gate Clearance Approval Dissemination:**

1. Gate Clearance forms, which are valid for six (6) business days or longer, shall be inputted into the Gate Clearance database by the AA/PIO or designee. This database may be accessed by designated staff on the Staff Entrance's computer.
 - a) The Staff Entrance computer will only be able to access the database as a "read only" file and will not be able to edit the entries in any way.
2. Due to the absence of the database on the computer system at the Vehicle (East) Sallyport, all approved Gate Clearance forms, with vehicular approval, shall be forwarded to the Vehicle Sallyport, regardless of the length of validity.
3. Gate Clearance forms, which are valid for five (5) business days or less, shall be copied and hand delivered to the Staff Entrance and/or Vehicle Sallyport, where they may be referenced by staff when the visitor(s) arrives.

- a) As these clearances contain sensitive information, they shall be maintained in a secure, locked metal box, out of view of personnel who are not designated to receive/view their contents.
- b) Due to the limited time of these clearances, they will not be entered into the database.
- c) Once this type of Gate Clearance's date has expired, it shall be purged from the file and shredded by the Staff Entrance Officer or Outside Patrol Sergeant.
- d) These forms contain sensitive information and shall not be thrown into the trash or recycle bin.

K. Time Frames:

1. Gate Clearance approvals are limited to a maximum of one (1) year and must be renewed once expired by following the aforementioned procedures.
2. In accordance with DOM, Chapter 10, Article 9, *Volunteers*, Volunteer Gate Clearance approvals are limited to a maximum of six (6) months.

L. Approval to View/Input:

1. Approval to View:
 - a) Those positions that are authorized to have access to and view the approved list of visitors/volunteers via computer include the following:
 - Warden's Executive Assistant
 - CDW's Secretary
 - CRM
 - Staff Entrance Officers
 - Vehicle Sallyport Officers
 - Watch Commanders
 - Visiting Secretary
2. Approval to Input:

a) Those positions that are authorized to input, delete, or change information in the database are:

- AA/PIO
- CRM
- GCP
- Senior Information Systems Analyst (SISA)
- American Correctional Association Coordinator



DANIEL PARAMO
Warden
Richard J. Donovan Correctional Facility

1/12/15
Date:

Attachments:

- A - Gate Clearance Form
- B - Volunteer Gate Clearance Form
- C - Memorandum dated August 29, 2011, authored by Judith L Metz, former Chief, Correctional Case Records Services, entitled, "Gate Clearances for Visits By Other Departments/Agencies (CR/01/21)."
- D - Memorandum dated June 1999, authored by David Tristan, former Deputy Director, Institutions Division, entitled, "Official Visits By Other Departments/Agencies."



GATE CLEARANCE

Richard J. Donovan Correctional Facility

Date(s) of Visit: _____

Time(s) of Visit: _____

NAME	ID#	DOB	PHOTO	APPROVAL		
1.					<input type="checkbox"/>	<input type="checkbox"/>
2.					<input type="checkbox"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<input type="checkbox"/>
4.					<input type="checkbox"/>	<input type="checkbox"/>
5.					<input type="checkbox"/>	<input type="checkbox"/>
6.					<input type="checkbox"/>	<input type="checkbox"/>
7.					<input type="checkbox"/>	<input type="checkbox"/>
8.					<input type="checkbox"/>	<input type="checkbox"/>
9.					<input type="checkbox"/>	<input type="checkbox"/>
10.					<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYEE ID#	NAME	TITLE	DEPARTMENT	EXTENSION

EQUIPMENT ID#	
	<input type="checkbox"/> SEE ATTACHED

Purpose of Entry
(Completed by AA/PIO)

Tour

Medical/Health Care

Legal (Attorney, BPH, etc.)

Contract Staff

CROP

Plant Ops (All maintenance needs)

Delivery

Vendor

Other: _____

Approved for CLETS Processing:

AA/PIO CC DATE: _____

LC

I attest that as the creator of this document, I will inform the individuals listed above of the necessary rules, regulations and no hostage policy. In addition, I assume responsibility for their conduct and will escort them at all times (or by designated staff), while inside the secured perimeter, with the exception of attorney visits/BPH hearings.

Submitted By: _____

EMPLOYEE SPONSOR (Print Name & Signature)

APPROVING SUPERVISOR (Print Name & Signature)

- Final Approval:**
- ADMINISTRATIVE ASSISTANT/PUBLIC INFORMATION OFFICER
 - CORRECTIONAL CAPTAIN
 - LITIGATION COORDINATOR



VOLUNTEER GATE CLEARANCE

Richard J. Donovan Correctional Facility

Date(s) of Clearance: _____

Time(s) Scheduled: _____

1.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Day(s) of Assignment: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Hours of Assignment: _____

From: _____ To: _____

Assigned Work: _____

EMPLOYEE/VOLUNTEER	NAME	TITLE	DEPARTMENT	EXTENSION

Equipment/Weapons: NONE SEE ATTACHED

I attest that as the creator of this document, I will inform the individuals listed above of the necessary rules, regulations and no hostage policy. In addition, I assume responsibility for their conduct and will escort them at all times (or by designated staff), while inside the secured perimeter.

Submitted by: _____

EMPLOYEE SPONSOR (Print Name & Signature)

COMMUNITY RESOURCE MANAGER or DESIGNEE (Print Name & Signature)

Authorization for Access (Institutional Key)	Volunteer #	Key(s) #	Key(s) Description
<input type="checkbox"/> Institutional Key Access not granted to any of the above named volunteers.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A

Final Approval:

ADMINISTRATIVE ASSISTANT/PUBLIC INFORMATION OFFICER

CORRECTIONAL CAPTAIN

Memorandum

Date : August 29, 2001

To : Correctional Case Records Managers

INSTRUCTIONAL

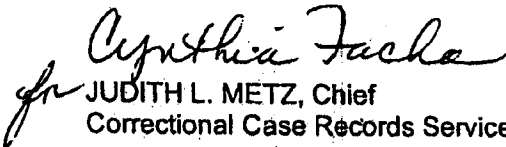
Subject: **GATE CLEARANCES FOR VISITS BY OTHER DEPARTMENTS/AGENCIES
(CR 01/21)**

The purpose of this memorandum is to provide information to the institution's Case Records Offices regarding gate clearances for district attorneys and staff of other agencies.

It has come to our attention that some institutions are requiring gate clearances for district attorneys attending Lifer Hearings. This is contrary to the policy stated in the attached memo dated June 1999, and signed by David Tristan, Deputy Director, Institution's Division.

Please distribute this memorandum and it's attachment to all affected staff in your office.

If you have any questions, please contact John R. Depue, Chief, Institutions Programs, Institutions Division, (916) 323-1843; Darlene Jones-Longmire, Correctional Counselor II, Institution Services Unit, (916) 322-6039; or Judy Jasso, Associate Governmental Program Analyst, Case Records Services, (916) 324-3445.


JUDITH L. METZ, Chief
Correctional Case Records Services

Attachment

cc: John R. Depue
Darlene Jones-Longmire
Judy Jasso

Memorandum

Date : June 1999

To : Wardens

Subject: **OFFICIAL VISITS BY OTHER DEPARTMENTS/AGENCIES**

Effective immediately, all Wardens are directed to ensure the following Department Operations Manual (DOM), Section 13020, Community Relations, Subsection 13020.9.1 Visits by Other Departments/Agencies is placed into your Visiting Operational Procedures. The California Department of Corrections' (CDC) policies, as outlined in DOM, Section 13020.9.1, shall be used as the guidelines when implementing the visiting process for visits by other departments/agencies. The guiding principle in facilitating visits by the individuals listed below is the inmates right to access the court.

Visitors shall be required to produce official identification, sign-in the official visitor log book, receive a "Visitors Pass," and submit to a standard search (visual search of briefcase or other paperwork and passage through a metal detector). If visitor processing staff have any questions regarding the validity of the identification by other departments or agencies, they are to contact the Litigation Coordinator or the Warden's office prior to denying access to the official.

Currently, DOM, Section 13020.9.1 states in part: "In the case where a facility requests the services of other departments or agencies, or those departments or agencies request an official visit as part of their official duties, to interview staff or inmates, or to do follow-up work to ensure compliance with legal requirements, that facility shall make every effort to assist those individuals in completing their assignment.

Examples of visitors of other departments or agencies include, but are not limited to, employees of:

- The Department of Justice, Law Enforcement Division (investigators, forensic scientists, fingerprint specialists).
- The Department of Health Services (environmental health specialists, vector, and sanitation experts).
- The Board of Prison Term (Commissioners and Deputy Commissioners) if Hearing Cases in a Special Housing Unit.