

Memorandum

Date : September 18, 2014

To : ALL STAFF

Subject: **DEPARTMENT OPERATIONS MANUAL SUPPLEMENT 54020 – VISITING**

The purpose of this memorandum is to announce the following amendments to Department Operations Manual (DOM) Supplement 54020 – Visiting.

Additions/Deletions

54020.28

Visiting in a Community Hospital

If the visit is facilitated at a community hospital designated as a medical guarding unit, hiring a Sergeant for the purpose of the visit will not be necessary. If the visit is facilitated at a community hospital not designated as a medical guarding unit such as ~~Corcoran Hospital~~ Adventist Medical Center - Hanford, and a Sergeant is not already assigned to that hospital, any available Health Care Access Sergeant shall ~~be directed~~ respond to the Hospital and be present for the duration of the visit.

54020.33.5

Visiting Status Changes

The Family Visiting Officer shall complete a review of the inmate's ~~Central File (C file)~~ case factors utilizing the Strategic Offender Management System (SOMS) twenty-four hours prior to placing the inmate in the Family Visiting Unit. The review shall determine if the inmate's privilege group or disciplinary status has changed or a hold has been placed. If the inmate's status changes, his family visit shall be denied. The Family Visiting Officer shall notify the inmate and his family of the denied visit.

If ~~the C file can't be located~~ SOMS cannot be accessed, the Family Visiting Officer shall use other means necessary to verify the inmate's eligibility for a scheduled Family Visit (e.g., 115 logs, Distributed Data Processing System).

Ensure this information is disseminated to all institutional staff. Any questions regarding this matter can be directed to the Custody Captain at extension 7143.


STU SHERMAN
Warden (A)

California Substance Abuse Treatment Facility and State Prison at Corcoran

ARTICLE 42- Visiting**54020.1
Policy**

During the hours that 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 (Attachment A) accordingly. The Visiting Restroom Inspection Sheet shall be posted within each visiting restroom available to the visiting 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.

**54020.7
Visiting Days and Hours**

Visitors shall not be allowed on Institution grounds prior to 0730 hours.

General Population (GP) Visiting Days and Hours:

Saturday and Sunday	0800-1430 hours
Designated holidays	0800-1430 hours

Visitor Processing Hours:	0800-1400 hours
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Administrative Segregation Visiting Days and Hours:

Saturday and Sunday	0900-1400 hours
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In an effort to maintain the safety and security of the visiting room and provide a family oriented environment inmates shall sit at the tables facing the correctional officer at the Visiting Podium. All visitors shall sit facing the inmate. Sitting side-by-side shall be prohibited. Inmates and visitors shall not intertwine any portion of their body (legs, arms, or feet).

Refer to California Substance Abuse Treatment Facility and State Prison at Corcoran Visiting Rules and Regulations in English and Spanish (Attachments B and C) for information.

A 20-minute patio break may be offered every hour during regular visiting hours, when there is available staff to monitor the patio area (e.g., when staff are not processing visitors or inmates in, conducting restroom break).

When an inmate is found guilty of a CDCR 115, Rules Violation Report hearing that affects his visiting privileges, the hearing officer is responsible for ensuring that a CDCR Form 128-B is generated documenting the finding and a copy is immediately forwarded to the Visiting Lieutenant. All CDCR Form 128-B chronos shall be hand-carried by designated staff to the Visiting Lieutenant's office for processing on Mondays. Written notification shall be provided to the visitor when action is taken by the Visiting Lieutenant and/or the official in charge of visiting when denying a visit due to the inmate's ineligibility.

**54020.8
Visitor Application Procedures**

Visitors who reside out of the State of California and more than 250 miles from the institution, and who intend to visit, may schedule a visiting appointment by contacting the Public Information Officer (PIO). These appointments shall be made not less than 30 calendar days from the intended visiting date and the visitor may not have visited within the last six (6) months. Requests may be made directly to the PIO or in writing. All Written requests shall be post marked no later than 30 calendar days from the date of the requested visit.

Upon receipt of the visiting request, the PIO shall forward the information to the Visiting Lieutenant/Sergeants for review. The Visiting Lieutenant/Sergeants shall ensure they are approved visitor(s) and that they meet the aforementioned criteria. If the visitor(s) do not meet the visiting criteria, the PIO will notify the requesting visitor(s) that they have been disapproved. If visitors are approved, the Visiting Lieutenant/Sergeants shall advise the PIO of the scheduled appointment time. The PIO will then contact the visitor(s) and notify them of their approved visits. Scheduled appointment times begin at 0800 hours and end at 1130 hours. If the out of state visitor does not meet the criteria, the Visiting Lieutenant/Sergeants shall document the reason and forward it to the PIO.

The out of state visitor(s) must be an approved visitor and meet all the requirements set forth in the California Code of Regulations, Title 15, Section 3172.1, Approval/Disapproval of Prospective Visitor. A visitor will be allowed to visit for one (1) visiting day without being terminated due to overcrowding. This directive does not preclude the out of state visitor from walk-up appointments or utilizing the Visitor Processing Appointment Scheduling System for the other visiting day.

Visiting appointments scheduled through electronic mail (email) must utilize the Visitor Processing Appointment Scheduling System (VPASS). Visitors may schedule appointments throughout the week, which will assist in a more streamlined process. This will help reduce wait time and therefore, improve the quality of the visit. The system will also allow the visitors to receive information about any changes to the visitation at their institution either via email or on the system home page.

**54020.10
Visiting Requirements for Minors**

Notarized letters and original birth certificates are required for minors that are not accompanied by their natural mother. Letters must have the notary stamp on the original document. It must not be stapled or attached as an amendment. The notarized document must be presented at each visit.

Correctional Counselors shall review an inmate's central file. If it is determined that an inmate is restricted from visiting with minors, or has non-contact with minors, the following procedures will be implemented:

- The Correctional Counselor will generate a General Chrono (CDCR-128B) and place the original in the inmate's central file. A copy of the CDCR-128B shall be placed in the East Entrance Building's visiting drop box no later than one (1) business day.
- The Correctional Counselors will notify the Visiting Lieutenant via electronic mail and telephone at extension 5738 or 5712 within twenty-four (24) hours.
- Visiting staff will input the information into the Strategic Offender Management System (SOMS). This will assist the visiting staff in identifying those inmates restricted from visiting with minors.
- Visiting staff will place the CDCR-128B in the inmates visiting file.
- The current procedures for visiting staff to keep a confidential log for all restrictions will continue.

**54020.13.1
Contraband/Metal Detection Devices**

Any visitor who was unable to successfully pass through the metal detector after three attempts shall leave the processing counter in order to determine what metal on their person is triggering the

ARTICLE 42- Visiting

metal detector, with the exception of Departmental Operations Manual (DOM), Section 54020.11.2 titled Processing Visitors with Medical Implants, Prosthetic, or Assistive Devices. After being given the opportunity to identify and remove the metal from their person, the visitor shall be allowed to approach the counter once more to attempt to successfully pass through the metal detection device. If the visitor fails to successfully pass through the metal detection device after this fourth attempt, the visitor shall be denied access to the institution for that entire day in accordance with the California Code of Regulations, Title 15, Section 3176 (a) (7).

54020.15**Allowable Visitor Items**Miscellaneous Items

- One wedding set/wedding band/one ring (not in combination)
- One pair of earrings
- One bracelet
- One watch
- One necklace or religious medal with chain
- One ankle bracelet
- One pair of glasses

54020.20**Visitor Basic Dress Standards**Prohibited Attire

Lip, eyebrow, tongue, nipple, nose, or bellybutton rings are not allowed.

54020.21**Processing of Inmates****Restroom Breaks**

Inmates will be provided restroom breaks by visiting staff when needed. Staff will make an announcement that it is time for an inmate restroom break. Inmates will then be allowed to go (up to five at a time) to the back of visiting to use the restroom. Only one inmate will be allowed into the restroom at any given time. Inmates will not be allowed to line up at the door. Inmates will remain seated until staff directs them to the back.

At the conclusion of visiting, inmates and their visitors will be allowed to stand up and briefly embrace each other. The visitors will walk to the front of the visiting room to be processed out.

The inmates will not leave their assigned table. They will sit back down in their chair without un-tucking their shirts. Visiting staff will then call inmates by table, to report to the back of visiting to be processed back to the facilities. At no time shall inmates be allowed to get up and access the trash cans or any other area of the visiting room without staff's approval.

Close A count procedures:

Close A inmates shall not be processed during 1130-1230 hours for the 1230 count.

Out Counts shall be prepared by Visiting Room Staff and delivered to Central Control, a minimum of 45-minutes prior to the scheduled count.

Every effort shall be made to accommodate the visitor whose family member has a custody level of Close A, as long as the visitor(s) arrive in a timely manner. Counts shall be conducted as follows:

- One and one-half hours before the count, visiting staff shall cease releasing inmates from the Visiting Room and shall prepare the Visiting Room Out Count.
- After the Out Count has been taken, inmates shall not be allowed to enter or exit the Visiting Room until the Institution count has cleared.
- Inmates not wishing to remain in the Visiting Room for the count must terminate their visits prior to the taking of the count.
- Visiting Staff shall inform their respective Visiting Sergeant when the Visiting Room is clear of inmates and visitors at the end of the visiting period each day.

54020.22**Non-Contact Visiting**

Administrative Segregation visiting shall be limited to one, one-hour visit, per visiting weekend, by appointment only. Visiting appointments must be made at least 24-hours in advance by contacting visiting staff at (559) 992-7100, extension 5712.

Inmates on orientation status are eligible for non-contact visits until seen by classification committee.

54020.24**Food in Visiting Area**

Inmates housed on Facilities C and D are not allowed near the vending machines, they are to remain seated while their visitor retrieves food from the vending machines. The visiting staff may allow inmates to access the vending machine when their visitor is physically unable to.

54020.25**Visiting Photo Program**

The maximum of five photograph ducats may be purchased per visiting family, per day. Pictures may be taken inside or outside. The background shall be the wall, not the fence.

Inmates may pose with one arm around their visitor's shoulder and have their other arm by their side or may choose to hold their visitor's hand.

Indecent behavior or exposure shall not be tolerated. Pictures shall be confiscated and the visit may be terminated.

No more than one inmate is allowed in each picture, unless there is another inmate family member visiting at the same time. Relationships must be verified through the inmates' Central File (C-file).

No pictures will be taken depicting gang signs. Inmates must keep their shirts buttoned and tucked in at all times when in the visiting rooms. No pictures will be taken with shirts unbuttoned.

All photographs must be taken with subjects positioned side by side or facing each other with both hands in full view. Inmates may not stand/sit behind the visitor for the purpose of being photographed.

Inmates are allowed to retain up to five pictures which must be purchased through the institution's photo program.

54020.27**Visiting in CDCR Hospitals and Infirmaries**

Authorization from the Chief Medical Executive (CME)/Associate Warden Heath Care Operations (AWHCO) is required for inmates housed in the Correctional Treatment Center (CTC) to obtain visits in accordance with DOM, Section 54020, Visiting.

ARTICLE 42- Visiting

The Health Care Access (HCA) staff shall escort GP inmates to the visiting room of the facility where the inmate was previously housed. Pursuant to physician's order and visitor approval, the visit may be conducted in the CTC Observation room adjacent to the Treatment and Triage Area (TTA). The CME/attending physician determines the length of the visit. HCA staff shall supervise the visit.

Mental Health Crisis Bed patients are excluded from receiving visits. Long-term care or terminally ill patients may receive visits in the CTC TTA, Observation Room or at the bedside if deemed necessary once approval is given by the Warden/Designee.

Administrative Segregation Unit (ASU) inmate visits shall be by appointment only, as approved by Institution Classification Committee. A visiting officer plus an additional HCA officer shall escort ASU inmates to Facility C Non-Contact Visiting Rooms. Inmates requiring the use of a wheelchair shall be transported by HCA staff utilizing the CTC transportation wheelchair cart. Prior to returning an ASU inmate to his cell from an escort outside the CTC, an unclothed body search shall be conducted. Visits shall be documented on the inmate's CDCR 114-A.

54020.28**Visiting in a Community Hospital**

When the Chief Medical Executive (CME) determines an inmate-patient housed at a community hospital meets the criteria for visiting at the community hospital, the CME shall notify the Warden via the Administrative Assistant/Public Information Officer (AA/PIO). The AA/PIO shall notify the Warden of the CME's determination and request authorization to facilitate the visit.

Inmates who are terminally ill or are long term care inmates in an outside hospital may be allowed two (2) visits per week, two (2) hours per visit, with prior approval. No more than two (2) family members at a time will be permitted in an inmate's hospital room. During the approved visit, family members may alternate.

Upon authorization by the Warden, the AA/PIO shall verify the identities of the potential visitor(s), if the visitor(s) is an immediate family member of the inmate, and if the visitor(s) is approved to visit the inmate at an institution. If a visitor is not previously approved, the AA/PIO shall request authorization from the Warden to allow the family member to submit a CDCR 106, Visitor Questionnaire for processing and review for approval. Upon approval of the visitor(s), the AA/PIO shall generate a notification of approval memorandum to the Watch Commander noting the inmate name, CDCR number, community hospital where the inmate is housed, visitor name(s), identification type, and number, date of birth and relationship to the inmate for the Warden's signature.

*If the inmate is housed at one of the following hospitals, a request for visit shall be sent to the respective Warden for approval.

Mercy Hospital in Bakersfield, California

- Wasco State Prison

San Joaquin Hospital in Bakersfield, California

- North Kern State Prison

Bakersfield Memorial Hospital in Bakersfield, California

- Kern Valley State Prison

The request shall include the inmate name and CDCR number, the visitor(s) name(s) and identification and the date(s) of the expected visit(s).

When the authorization is signed by the Warden, the AA/PIO shall notify the inmate visitor(s) of the authorization, and advise the visitor(s) that it is their responsibility to contact the Watch Commander to schedule the visit with the expectation that sufficient advance notice to provide required coverage. The Watch Commander shall ensure there is a Sergeant present at the

community hospital where the visit shall take place, and advise the visitor(s) that upon arrival at the hospital, the visitor(s) shall report to the assigned Sergeant prior to the commencement of the visit.

If the visit is facilitated at a community hospital designated as a medical guarding unit, hiring a Sergeant for the purpose of the visit will not be necessary. If the visit is facilitated at a community hospital not designated as a medical guarding unit such as Adventist Medical Center - Hanford, and a Sergeant is not already assigned to that hospital, any available Health Care Access Sergeant shall respond to the Hospital and be present for the duration of the visit. If a Health Care Access Sergeant is not available or there is insufficient time due to the inmate's critical condition, an on-duty Sergeant from the institution shall be redirected for the purpose of the visit.

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

In the event that all tables are being used during a visit, and Fire Marshal occupancy capacity has not been exceeded, inmates and visitors shall be offered the opportunity to voluntarily double-up at tables. Doubling-up arrangements shall be at the Visiting Officer's discretion.

An Institution Termination Log (Attachment E) shall be completed for each visiting room. This log is used only when visits are terminated due to overcrowding. No other terminations are to be reported on this log. The Visiting Lieutenant/designee shall fax the Termination Log to the Associate Director, by the close of business every Tuesday.

54020.32.1**Clearance and Approval for Attorney Visit**

The Litigation Office shall schedule inmate attorney visits with the exception of Board of Parole Hearing (BPH) matters, District Attorney (DA) and Law Enforcement visits.

In matters related to BPH, the Litigation Office shall complete the security clearances for all BPH attorneys retained by the inmate and/or attorneys not assigned by the California Department of Corrections and Rehabilitation (CDCR)-BPH. Once the clearance has been obtained, the Litigation Office shall advise the BPH scheduling staff of the clearance. Attorneys assigned by CDCR-BPH shall be cleared by BPH scheduling staff.

54020.33**Family Visiting General Information**

Family Visits shall involve no more than six immediate family members per visit.

54020.33.2**Inmate Applications for Family Visits**

Once the initial Family Visiting Application is approved and the General Chrono (CDCR 128B) is on file in the Family Visiting Office, the Correctional Counselor I shall not review subsequent applications for an approved inmate. The applications shall be sent directly to the Family Visiting Officer.

54020.33.3**Requests for Specific Family Visiting Dates**

Family visiting days shall be Monday-Wednesday and Wednesday-Friday. Visitors must report to the West Entrance Building no later than 1100 hours.

54020.33.5**Visiting Status Changes**

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The Family Visiting Officer shall complete a review of the inmate's case factors utilizing the Strategic Offender Management System (SOMS) twenty-four hours prior to placing the inmate in the Family Visiting Unit. The review shall determine if the inmate's privilege group or disciplinary status has changed or a hold has been placed. If the inmate's status changes, his family visit shall be denied. The Family Visiting Officer shall notify the inmate and his family of the denied visit.

If SOMS cannot be accessed, the Family Visiting Officer shall use other means necessary to verify the inmate's eligibility for a scheduled Family Visit (e.g., 115 logs, Distributed Data Processing System).

54020.33.14

Processing of Visitors for Family Visiting

All family visitors shall report to the west entrance building for processing. The Family Visiting Officer shall process the visitors into the family units. The Family Visiting Officer shall compare the names on the application to each applicant and positively identify each member of the family prior to admitting into the unit. Only persons whose names appear on the application shall be admitted. There will be no additions once the application is approved.

All visitors shall be escorted to and from the family visiting unit by the assigned Family Visiting Officer.

54020.33.16

Food for Family Visiting

All food orders shall be purchased from and made directly to Walkenhorst's by the inmate or his prospective and approved visitor. The order must reference that the package is for Family Visiting. Inmates shall reference Walkenhorst's Food Package Catalog. All orders will be shipped directly to the Family Visiting Officer and not arrive earlier than 30 days prior to the visiting date.

Approved: _____

STU SHERMAN, Warden (A)

Date: _____

VISITING RESTROOM INSPECTION SHEET ATTACHMENT A

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 SUBSTANCE ABUSE TREATMENT FACILITY AND STATE PRISON AT CORCORAN
ATTACHMENT B VISITING RULES AND REGULATIONS

You must be an approved visitor prior to entering prison grounds. Visiting forms must be obtained from the inmate. All visitors must adhere to the following rules & regulations. Failure to comply may result in the termination of a visit or suspension/denial of future visits. No chemical agents, [i.e. Mace, Pepper Spray, OC Spray, or any personal protection devices allowed]. No weapons, knives, detonation devices or firearms are to be brought onto institutional grounds. Violators are subject to criminal prosecution for non-compliance. All visitors will be required to pass through a metal detector before entering the visiting area. Additional searching may be required. All visitors wishing to visit inmates housed in Administrative Segregation [ASU/E-1] will need to make an appointment at [559] 992-7100, ext. 5712, Monday – Thursday between 9:00 a.m. and 3:00 p.m.

***** **NO APPROVAL INFORMATION WILL BE GIVEN OVER THE PHONE.** *****

Inmates in the general population may receive up to five [5] visitors per visiting day. Ad-Seg inmates may receive one, one-hour visit per visiting weekend, non-contact, behind glass with up to three [3] visitors. Minors are included in these numbers. All visitors must arrive, at the minimum, one [1] hour before the end of the visiting day. All visits and conversations may be subject to video/audio surveillance.

Visitors must have one of the following acceptable forms of identification for visitation [no laminated form of I.D. will be accepted, unless noted. Laminated or altered forms of I.D. will automatically disqualify a visit.]:

- Valid Driver's License with picture [not laminated].
- Valid Department of Motor Vehicles identification card with picture.
- Valid Federal Passport with picture and I-94 card if applicable.
- Armed Forces identification card with picture. [Laminated approved if not altered and in original condition.]
- Cards issued by the United States Department of Justice – Immigration and Naturalization Service.
- Picture identification Matricula Consular De Alta Seguridad [MCAS] issued by the Mexican Consulate not laminated. [Valid 60 days from the date of the first visit.]

All parents/legal guardians of minors shall present a certified copy of the child's birth certificate. Birth certificates must have the original county seal, stamp, and recording clerk's signature for proof of relationship. Legal guardians must present original court documentation.

If the adult is not the parent or legal guardian, a notarized written consent is required from the person legally responsible for the minor. The consent must name the specific person authorized to bring the minor onto institutional property, the inmate's name, California Department of Corrections and Rehabilitation number and the specific date[s] of the visits. The notary seal must be stamped on the authorization letter; a notarized certificate stapled to the authorization letter will not be accepted. Birth certificates, as described above, must be presented along with the notarized letter of consent for minors prior to all visits. Notarized letters must be updated annually.

THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION IS NOT RESPONSIBLE FOR LOST ITEMS

ALLOWABLE ITEMS FOR VISITORS IN VISITING ROOMS:

- One [1] valid picture I.D.
- One [1] pair eyeglasses.
- One [1] handkerchief, [white only] or small package of unopened tissue, no bandannas.
- One [1] comb and/or hairbrush. No metal, no pointed ends or detachable parts.
- Two [2] car keys on ring with no other attachment, –One key may be an electronic car key.
- One [1] transparent coin purse, maximum two compartments, maximum size of 6" x 8".
- Fifty dollars [\$50.00] per adult, twenty dollars [\$20.00] per child in coins or one dollar [\$1.00] bills only [\$5, 10, 20, etc. not allowed].
- Indian Medicine Bag. [Upon inspection and approval.]
- Rain gear with hood attached and retractable umbrellas without a metal tip.
- Ten [10] photographs [maximum size 5"x7"] no Polaroid's or false backs.
- Prescription medications and all prosthetic or metal implants must have doctor's verification. Medications not necessary for life sustaining, condition-stabilizing purposes will not be permitted. Heart patients may retain Nitroglycerin in their possession [only the amount that would be immediately required]. If a prescription medication is required, the visitor will only be allowed to take the amount needed during a visit. All prescription medication, except inhalers and nitroglycerin, will be given to the staff in the visiting room and issued to the visitor as needed.

JEWELRY: [ALL ALLOWABLE JEWELRY WILL BE LOGGED ON THE REVERSE SIDE OF THE CDC 1000, YELLOW COPY OF THE VISITOR'S PASS]

- One [1] wedding set/wedding band/one wedding ring [not in combination].
- One [1] pair of earrings.
- One [1] bracelet.
- One [1] watch.
- One [1] necklace or religious medal with chain.
- One [1] ankle bracelet.

RESTRICTION TO JEWELRY:

- No lip, eyebrow, tongue, nipple, nose or bellybutton rings.

BABY CARE ITEMS: [THE FOLLOWING BABY CARE ITEMS ARE PERMITTED FOR EACH BABY – 0-3 YEARS OF AGE]

- One [1] transparent diaper bag.
- Six [6] disposable diapers.
- Three [3] factory sealed containers of unopened baby food [plastic].
- Two [2] transparent plastic bottles with pre-mixed formula/milk/juice.
- One [1] change of clothes.
- One [1] single layer baby blanket.
- One [1] transparent pacifier.
- Factory-sealed baby wipes.
- One [1] baby-feeding spoon [plastic].
- One [1] single layer burp cloth.
- One [1] infant carrier per baby.
- Two [2] small [less than 12 inches] solid toys.

NECESSARY REASONABLE ACCOMMODATIONS:

- One to two articles of clothing (pants)
- Two adult incontinence products (diapers)
- A container of cleaning wipes
- Wheelchair and one additional assistive device (i.e. cane, walker, etc.).

VISITOR'S ATTIRE: [VISITORS SHALL ADHERE TO THE FOLLOWING BASIC DRESS STANDARDS, WHICH WILL BE DETERMINED AT VISITING STAFF'S DISCRETION]

- Visitors shall be fully clothed at all times.
- Appropriate attire includes undergarments; a dress or blouse/shirt with skirt/pants or shorts; and shoes or sandals.
- Under wire bras are not permitted.

- Rubber/foam beach type shower shoes/sandals and Bedroom slippers are not permitted.
- All shorts, skirts and dresses, including slits in the garment shall not expose more than two [2] inches above the knee when standing.
- Buttons, snaps and zippers shall remain fastened.
- All minors [three feet or taller] must follow the same dress standards as adults.

PROHIBITED CLOTHING/ ITEMS [NO EXCEPTIONS]:

- No clothing that resembles State-issued inmate clothing [blue denim or light blue chambray shirts and blue denim pants, reception center attire].
- No clothing that resembles law enforcement or military-type clothing [forest green, tan shirts or camouflage-patterned articles of clothing including rain gear] unless you are on active duty.
- No clothing or garments that expose the breast/chest area, midriff, genitals or buttocks.
- No clothing or garments that: by design, the manner worn, or due to the absence of, excessively allows the anatomical detail of body parts or midriff to be clearly viewed.
- No clothing that is sheer, transparent or excessively tight; or exposes more than two inches above the knee, including slits when standing.
- No clothing or accessories displaying obscene or offensive language, drawings or objects.
- No gloves, head coverings [except clear, see-through rain gear], and readily removable wigs or hairpieces. Written approval shall be required prior to visiting and subject to staff inspection during any visit.
- No hats or headgear, except those with established religious significance, these items will be searched.
- No scarves/headbands or bandannas. No exceptions.
- No yellow or green rain jackets/ rain slickers allowed.
- Strapless, or halter garments, spaghetti straps or bare midriff clothing, tank tops/sling shot shirts are not allowed to enter the institution.
- No layering of clothing.
- No clothing that resembles medical scrubs.
- No chewing gum, candy or snacks can be taken inside the visiting room.
- No writing materials or books, unless approved prior to entering the visiting room.
- No wallets or purses, other than small, clear, unlined plastic purses.
- No matches or lighters allowed.
- No cellular phones or paging devices.
- No cameras allowed.

REASONS FOR TERMINATION OF A VISIT:

BEHAVIOR WHICH DISRUPTS THE VISITING OPERATION/PROCESSING, THIS INCLUDES THREATS, PROFANITY, RUDE REMARKS AND/OR GESTURES DIRECTED TOWARDS VISITING STAFF ARE GROUNDS FOR VISITING TO BE TERMINATED AND/OR SUSPENDED.

When the maximum capacity of the visiting area has been reached and to allow others to visit, it is necessary to terminate the visits of those persons who have been visiting for the longest period of time. Exceptions to this termination procedure are as follows:

- Excessive Distance: The visitor has traveled a distance of 250 miles or more, and has not visited within the last 30 days. This exception applies to two consecutive days of visiting.
- Weddings: When a visitor is married to an inmate on that particular day.
- Disabled: A visitor who is certified as disabled as defined by California Law and must rely on special transportation to the institution.
- Family Emergencies: When death, serious illness, or injury occurs to an inmate's immediate family. Clergy or approved visitors may visit the inmate to offer condolences or inform the inmate of the occurrence.
- Infrequent Visits: When the visitor has not visited the inmate in the last six months. A visit meets this definition when the inmate normally receives infrequent visits and a visitor arrives unexpectedly.
- When the above visiting terminations are complete and the overcrowding situation persists, the visits of those remaining will be terminated as necessary.

Visits may also be terminated due to the following:

- Excessive contact.
- Failure to supervise children.
- Visitor appears intoxicated or under the influence of drugs.
- Visitor not properly attired. [See Visitor's Attire]
- Repeated violations of the rules.
- Visitor becomes loud, uncooperative and disrespectful toward staff.

Visitors are responsible for the conduct of children under their supervision. Failure to supervise children may result in the termination of a visit. Children may not be left unsupervised in the parking lot or visiting areas without an adult present. Failure to comply is automatic termination of your visit. Inmates must clean their respective visiting area upon conclusion of their visit. After completion of the visit, all food items must be discarded before exiting visiting room. If a visit is terminated because of overcrowding, all food items may be taken from the visiting room (by the visitor), including items that are open. All items are subject to a search.

PARKING:

All visitors are to park in the visitor parking lot. Parking in any other area is prohibited and subject to towing. Persons are not allowed to wait in their vehicles and are directed to wait in the Friends Outside trailer, operated by Friends Outside, a non-profit organization. Visitors are not allowed on institutional grounds prior to 0730 hours on scheduled visiting days.

VISITING HOURS:

Saturdays 8:00 AM – 2:30 PM Holidays 8:00 AM – 2:30 PM
Sundays 8:00 AM – 2:30 PM

PROCESSING HOURS:

Saturdays 8:00 AM – 2:00 PM Holidays 8:00 AM – 2:00 PM
Sundays 8:00 AM – 2:00 PM

VISITING HOLIDAYS:

• Fourth of July • Thanksgiving • Christmas • New Years

If you have any questions concerning visiting, you may contact:

Visitor's Hotline 1-800-374-8474 (Press #1- #5- #2 for English / Press #2- #5- #2 for Spanish)

Friends Outside 559-992-9756

**PRISION Y CENTRO DE TRATAMIENTO PARA EL ABUSO DE SUBSTANCIAS NARCOTICAS
DEL ESTADO DE CALIFORNIA EN CORCORAN
REGLAS PARA VISITAS**

ATTACHMENT C

Solamente las personas que estan autorizadas podran entrar a la institucion penal. Formas para visitantes se pueden obtener del preso. Todos los visitantes tienen que observar los reglamentos que siguen. Falta de cumplir con las reglas de la institucion resultara en terminacion y la posibilidad de suspension de visitas. No se permiten articulos peligrosos para la proteccion propia, (e.j., armas quimicas). Los visitantes no pueden entrar con ninguna arma de fuego, cuchillos, explosivos, o armas quimicas. Visitantes que falten de cumplir esperaran presecucion criminal. Todo visitante tendra que pasar el detector de metales antes de entrar a la institucion. Cada visitante podra ser sometido a una inspeccion mas extensa si tal se requiere. Todo visitante que espere visitar presos que hospedados en los edificios ASU o E-1 (Segregacion Administrativa o Ad-Seg) necesitaran hacer una cita llamando al telefono (559) 992-7100, ext. 5712, Lunes a Jueves, 9:00 de la manana hasta las 3:00 de la tarde.

******* INFORMACION DE APROBACION PARA VISITA NO SE DARA POR TELEFONO. *******

Los presos en la poblacion general pueden recibir hasta cinco (5) visitantes por dia. Presos que estan en los edificios de ASU o E-1 (Segregacion Administrativa o Ad-Seg), pueden recibir una (1) hora de visita por dia con hasta tres (3) visitantes atras de una ventana. Menores de edad estan incluidos en este numero. Visitantes tienen que llegar una hora antes de que terminen las visitas para poder entrar.

Todo visitante tendra que tener en su persona una forma de identificacion. La lista que sigue es de identificaciones aprobadas (no se aceptaran formas de identificacion que esten laminadas o que fueron alteradas).

- Licencia de conducir de California, valida, con fotografia. (sin laminar.)
- Tarjeta de identificacion del Departamento de Vehiculos, con fotografia.
- Pasaporte Federal, valido, con fotografia.
- Tarjeta de identificacion de las Fuerzas Armadas, con fotografia.
- Tarjetas de identificacion emitidas por el Servicio de Inmigracion y Naturalizacion del Departamento de Justicia de los Estados Unidos.
- Licencia para conducir de cualquier estado.

Padres de menores tendran que presentar la acta de nacimiento original con el sello del condado. Todo guardian legal necesitara papeles originales de la corte junto con el certificado de nacimiento original.

Si el adulto no es el padre o guardian legal del menor tendra que obtener una carta notariada de parte de los padres junto con la copia original de la acta de nacimiento con el sello del condado. El sello del notario tiene que estar en la carta de autorizacion. No se permitiran certificados del notario agrapados a la carta de autorizacion.

ARTICULOS ACEPTABLES:

- Un (1) tarjeta de identificacion.
- Cinquenta dolares (\$50.00) por cada adulto visitante, Viente dolares (\$20.00) por menor en billetes o monedas de un dolar (\$1.00) o monedas de vienti-cinco centavos.
- Dos (2) llaves, En llavero sin otro articulo. Una llave con alarma de auto es permitida.
- Un (1) pano chico en tamano y en el color blanco solamente.
- Diez (10) fotografias no mas grande que (5" por 7").
- Medicina de prescripcion para sostener vida se permita con verificacion de un doctor.
- Un (1) anillo.
- Un (1) reloj.
- Un (1) par de aretes.
- Un (1) collar.
- Una (1) pulsera.
- Una (1) pulsera de tobillo.

ARTICULOS PARA BEBE: (Son permitidos para cada nino de 0- 3 anos de edad)

- Sies (6) panales desechables.
- Tres (3) botes de comidas de bebe sellados (plastico).
- Dos (2) botellas de formula o jugo (necesitan estar preparados.)
- Dos (1) cambios de ropa.
- Un (1) gorro.
- Una (1) covija de bebe.
- Una (1) una toalla de erutar.
- Un (1) paquete de tuallas desechables sellado.
- Una (1) cuchara de plastico para bebe.
- Un (1) porta bebe.
- Dos (2) juguetes solidos sin baterias (menos de 12" pulgadas).
- Un (1) pacificador transparente.
- Una (1) panalera transparente.

ACCOMODACIONES NECESSARIO Y RASONABLE:

- Uno o dos articulos de ropa (pantalones)
- Dos productos de adultos (panales)
- Un paquete de toallitas para limpieza
- Una silla de ruedas Y un dispositivo asistivo adicional

VESTUARIO:

- Todo visitante tiene que estar completamente vestido a todo tiempo incluyendo ropa interior: vestido, falda/pantalon/corto, blusa/camisa , zapatos o sandalias.
- Vestidos y faldas deben estar no menos de dos pulgadas arriba de la rodilla cuando sentada.
- Brassiers con varilla de metal no son permitidos.
- Menores de edad mas altos que (3) pies de estatura tendran que adherer a las mismas reglas que los adultos.
- Botones, cerraduras deben permanecer abrochados.

VESTUARIO Y ARTICULOS PROHIBIDOS

- No se permiten camisas o blusas azul cielo, o beige. Pantalones azul mezclia o verde oscuro. Nada parecido al uniforme del preso o oficiales.
- No se permite ropa traslucida, camisas de tirantes, ropa que ensene el estomago, ropa apretada, ropa que ensena simbolos de pandillas, o ropa que tiene lenguaje ofensivo.
- Nada que ensene los senos, pecho, estomago, sentaderas, o genitales.
- Nada por desienio o forma de usar denote en detalle las partes anatomicas del cuerpo.
- No sombreros, diademas, o panuelos, rebozos, o guantes.
- No uniformes de enfermera.
- No se permiten emplames de ropa.
- No, camaras, carteras, bolsas, o telefonos celulares.
- No chicle, dulces, o comidas seran permitidos.
- Materiales para escribir, libros, sin ser aprobados por los oficiales.
- Ropa que parece a ropa de aplicacion de la ley ni militar-tipo (bosque camisas verdes y de color marron o articulos camufla-modelados de ropa inclusive engranaje de lluvia) a menos que usted este activo en el servicio militar.
- Sacos para uvilla del color amarillo o verde.
- Lentes oscuros sin receta medica.

RAZONES PARA TERMINAR VISITAS:

CUALQUIER COMPORTAMIENTO QUE INTERUMPA LA OPERACION DE VISITAS, INCLUYENDO AMENAZAS, OBSENIIDADES, O COMENTARIOS GROSEROS DERIGIDOS A LOS OFICIALES, SERA RAZON PARA TERMINAR O SUSPENDER LAS VISITAS.

Terminacion de visitas sera determinado usando el tiempo que llevo el preso a la sala de visitar (el primero que llegue sera el primero que se va). Excepciones son:

- Distancia excesiva: visitante ha viajado mas de 250 millas.
- Incapacitado: Si un visitante esta incapacitado por el estado de California y necesitan transportacion especial.
- Matrimonio: El dia que un visitante se casa con un preso.
- Emergencias Familiares: Cuando familiares se mueren o tienen una enfermedad grave, clero pueden visitar el preso para ofreser el pesame or para informar al preso de la situacion.
- Visitas Infrecuentes: Cuando el preso no recibe visitas mas de una vez cada seis meses.
- Cuando las terminaciones mencionadas se han completados y exceso de visitantes presiste, las visitas de los que sigan quedando seran terminados como necesario.

Visitas podran ser terminados tambien por estas razones.

- Contacto Excesivo.
- Falta de cuidar o supervisar sus ninos.
- Si el visitante parece intoxicado o bajo influencia de alcohol o drogas.
- El no estar vestido de manera apropiada.
- Violaciones repetidas de las reglas.
- Si se porta mal o falta de respeto a los oficiales.

INFORMACION GENERAL:

- Se permite solamente un beso corto al llegar y a la despedida de visita.

ESTACIONAMIENTO:

- Solamente en el estacionamiento de los visitantes.
- No se puede esperar en los autos.
- No se puede llegar a la prision antes de las 7:30 de la manana.

HORARIO DE VISITAS PARA EL PUBLICO:

Sabado, Domingo, y Dias de Festivos 8:00 de la manana hasta 2:30 de la tarde.

HORARIO DE PROCESAR PARA EL PUBLICO:

Sabado, Domingo y Dias de Fiestivos 8:00 de la manana hasta 2:00 de la tarde.

DIAS DE FIESTA:

* Quatro de Julio * Dia de Gracias * Navidad * Ano Nuevo

Si hay preguntas sobre visitas, llame a:

Numero Del Estado para Visitantes 1-800-374-8474 (Oprima #1, #5, #2 para ingles / Oprima #2, #5, #2 para Espanol)

Amigos de Afuera (559) 992-9756

STU SHERMAN
Warden (A)
CSATF/SP

Modificado: Septiembre 2014

Attachment D

Visitors Name:	I. D. Number:	Pass Number:
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On _____, 2014, I, _____, was afforded Reasonable Accommodation to receive a Courtesy Ride from the _____ Visiting Room to the _____ Visiting Room. However, on this date I elected to walk and declined the use of the Courtesy Ride provided by CSATF/SP Visiting Staff. Although a ride has been provided for me, I have made this choice based on my own free will and I assume all risk associated with this decision.

Visitors Signature

Visiting Staff Signature

Original: Visiting File

Cc: Visitor
Visiting Lieutenant

Date:	Reasonable Accommodation Waiver	Visitor CHRONO
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ATTACHMENT E

California Department of Corrections and Rehabilitation
California Substance Abuse Treatment Facility and State Prison
Corcoran

Institution Visiting Termination Log

A separate copy of this log must be completed for each visiting room within an institution. As many institutions have multiple visiting rooms designated for a specific security level or facility, please include any additional information that may more accurately describe each visiting room. This additional information may include the security level, facility or housing program that a visiting room is associated with, in addition to any alpha-numerical identifiers.

Institution: _____ For the week of: _____

Visiting Room: _____

Number of Saturday Visitor Terminations: _____

Number of Sunday Visitor Terminations: _____

Number of Holiday Visitor Terminations: _____

Weekly Total Visitor Terminations due to OVERCROWDING: _____

Authorizing Staff: _____
(Print name and title)

Signature: _____