



**Department of Corrections and Rehabilitation
Operations Manual**

Supplement

CSP-San Quentin

**Chapter: 5
CUSTODY AND SECURITY OPERATIONS**

**Article: 42
VISITING**

**Section: 54020
VISITING**

54020 Visiting

I. PURPOSE AND OBJECTIVE:

The purpose of this plan is to meet the requirements of the California Code of Regulations (CCR), Title 15, Division 3, Chapter 1. The objective is to meet those requirements with the least possible inconvenience to all persons involved in the visiting process, consistent with the security requirements of this institution.

II. RESPONSIBILITY:

- A. The Associate Warden, Central Services Division shall be responsible for the overall operation of the Inmate Visiting Program at San Quentin.
- B. The Correctional Captain, Central Services, shall have direct line responsibility for visiting operations and report to the Associate Warden, Central Services Division.
- C. The Correctional Captain, Central Services, shall be responsible for the efficient coordination of the visiting program.
- D. The Visiting Lieutenant shall have the responsibility of seeing that the purpose and objectives of this plan are carried out. They will report to the Correctional Captain, Central Services.
 1. As the senior correctional staff member in the immediate area, the Visiting Lieutenant will be responsible for the observance of all laws and California Code of Regulations sections relating to visiting.
 2. The Watch Commander (Monday – Friday) and the Visiting Lieutenant (Saturday and Sunday) will be responsible for the assignment and supervision of all staff assigned to the visiting program.
 3. The Visiting Lieutenant has supervisory jurisdiction over the visiting program and their areas of supervision shall cover the following areas:
 - a. Main Visiting
 - b. East Block Visiting
 - c. The Family Visiting Program
 - d. H-Unit Visiting
 - e. Security Visiting
 4. Emergency modification of the visiting schedule shall be posted as soon as practical to include the automated telephonic visiting information system. The visiting supervisor or designee is responsible for ensuring the automated telephonic visiting information system is updated daily.

- E. The first line supervisor will be the Visiting Sergeant(s) and they will be responsible for the areas listed above. They shall be under the direct supervision of the Watch Commander/Visiting Lieutenant and the indirect supervision of the Correctional Captain, Central Services.
- F. It is the responsibility of all staff to prevent escapes. Staff are required to report any escapes or possible escapes. Staff are required to take immediate action to address the problem.
 - 1. No staff members will be allowed to enter or exit the security perimeter via the East Block Visiting Room or the Main Visiting Area. The only exceptions are as follows:
 - a. Warden
 - b. Chief Deputy Warden
 - 2. Employees are not authorized to utilize the vending machines located in the visiting rooms. Staff wishing to purchase food items will utilize the Employee Snack Bar or other available area.

III. METHODS:

A. General Visiting Regulations:

1. Attire Restrictions

- a. No clothing that resembles the clothing that prisoners may wear in the visiting room area.
 - i. Blue denim pants
 - ii. Blue chambray shirts
 - iii. Orange jumpsuits or Orange tops or Orange bottoms
- b. No clothing that resembles custodial staff attire
 - i. Forest green top/bottoms (sweater/pants)
 - ii. Tan shirts
 - iii. Camouflage
- c. No item that cannot be taken off and will not clear a metal detector (underwire bra or clothing with metal buttons).
- d. Specific attire restrictions:
 - i. No blue denim, blue chambray, orange jumpsuits or orange tops with orange bottoms.
 - ii. No forest green bottoms with tan or green tops.
 - iii. No camouflage unless identification shows active or reserve military personnel.
 - iv. No strapless, halter, bare midriff, sheer or transparent clothing.
 - v. No skirts, dresses, or shorts that expose more than two inches above the knee.
 - vi. No clothing that exposes the breast, genitalia, buttocks area, or neck line above shoulder blades.
 - vii. No very tight form fitting attire.
 - viii. No wigs, clip in hairpieces, extensions, or other headpieces except for medical reasons and with prior approval. Sewn, glued or weaved hair are acceptable.
 - ix. No hats, scarfs except during inclement weather, gloves are not allowed without doctor's note.

- x. No flip flops.
2. Visiting hours and days:
- a. The Visiting rooms are open Thursday, Saturday, Sunday and designated holidays listed in Director's Rule (DR) 3179 (a).
 - b. Monday, Tuesday and Wednesday are pre-approved for scheduled legal visits.
 - c. Main Visiting Room and H-Unit Visiting Room (General Population (GP), Mainline Inmates):

Saturday, Sunday & Designated Holidays: Hours 0730 to 1430 hrs.
Processing begins at 0730 and ends at 1330 hrs.
 - d. Main Visiting Room (Adjustment Center (AC), Reception Center (RC), Temp Ad Seg, Condemned Grade B and GP Non-contact visits):
 - i. Thursday Main Visiting Condemned Grade B, AC, RC and Ad~Seg: Hours 0800 to 1300 hrs. Processing begins 0730 and ends at 1330 hrs.
 - ii. Saturday, Sunday & Designated Holidays: Hours 0800 to 1330 hrs. Processing begins at 0730 and ends at 1330 hrs.
 - e. East Block Visiting Room (Condemned Grade A Visiting):

Saturday, Sunday & Designated Holidays: Hours 0800 to 1430.
Processing begins at 0730 and ends at 2:00 p.m.
 - f. East Block Visiting Room (Temporary Administrative Segregation (Ad Seg) and Condemned Grade B Visiting):

Saturday, Sunday and Designated Holidays: Hours 0800 to 1330.
Processing begins at 0730 and ends at 1300 hrs. No non-contact visitors will be processed after 1300 hrs.
 - g. Community Hospital Visiting (Regulations for "Terminally ill" inmates)
 - i. Inmates admitted into outside community hospitals where the applicable hospital's Chief Medical Officer (CMO) has deemed the inmate "**Terminally Ill**" may receive visits under certain conditions by approval of the Health Care Manager and/or Chief Medical Officer (HCM/CMO) and Warden and/or Administrative Officer of the Day (AOD).

NOTE: If the inmate is from another institution and CSP-San Quentin is providing hospital coverage, the inmate's home institutions' HCM/CMO and Warden and/or AOD shall authorize San Quentin's Warden and HCM/CMO and/or the AOD of the approval in writing. Only identified Immediate Family Members shall be approved for visitation.

- ii. Visit requests must be screened and approved of each visitor and immediate family by the Visiting staff via SOMS then forwarded to the Watch Commander for informational/identification purposes.

- iii. The length of each visit will be decided on an individual case-by-case basis. The attending physician may terminate the visit if it conflicts with health care delivery or the health of the patient.
- iv. Only two (2) visitors shall be allowed into a hospital room at one (1) time. In cases where there are more than two (2) visitors, the visitors shall rotate in visiting the inmate. Visitors not in the room with the inmate shall remain in the lobby.

NOTE: At no time shall visitors be allowed to congregate outside the inmate's room and interfere with custody supervision.

- v. The attending physician, in consultation with the HCM/CMO and Warden/AOD may extend the length & frequency of visits with seriously/critically, terminally ill inmates based on the inmate's health and the availability of security coverage. Compassion should be considered under these circumstances.
- h. Children's Visiting Program:
- i. Friends Outside is a CDCR contracted agency, operating in prison visitor centers throughout California. The visitor center provides assistance to families and attempts to alleviate the stress of prison visits. The visitor center provides childcare services for visiting families; minimum age of 7 years. This service is offered on Saturdays and Sundays between 1200 and 1500 hrs.
 - ii. The director of the visitor center and another visitor center employee will be issued gate passes permitting them to enter San Quentin's East Gate. They will arrive in the visitor center vehicle. The visitor center staff will provide visitor transport to the local bus station and/or nearby motel/hotel.
 - iii. The legal guardian will bring the child to the visitor center, sign the child in and relinquish the child to the visitor center staff.
 - iv. The child will remain at the visitor center until picked up by the legal guardian at the conclusion of the visit. Under no circumstances will the child be returned to the legal guardian in the visiting room.

Under no circumstances are minor children to be left unsupervised on state property. This includes the visitor's parking lot, restroom facilities and other such areas. Upon discovering an unattended child, visiting personnel will undertake the appropriate steps to locate the legal guardian responsible for the child's supervision. If required, the visit will be terminated.

3. Visitor Processing:

- a. Application of restrictive visiting status must be in the following ascending order, starting with the least restrictive means: (a) Unclothed body searches. (b) Non-contact visiting; (c) Denial of visits; Adherence to this order is mandated by (Re: Stone).
- b. Visitors may not be denied indefinitely from visiting on non-contact status if it is not necessary to place a restriction for the reasonable security of the institution (P.C. 2601 and Re: FRENCH).

- c. Such denial of contact visits, for an indefinite time, in addition to the requirement that visitors submit to an unclothed body search prior to visitation, violates statewide administrative regulations pertaining to contact visits (Re: FRENCH).

Suspension of contact visits in an individual case when an inmate is found to be in possession of contraband with some evidence of obtaining it during a contact visit is the least restrictive control deemed necessary for the reasonable security of the institution (Re: BELL).

- d. If a visitor is found to be in possession of contraband, and attempting to enter visiting, a body search may be required. But the visitor may not be prohibited from visiting without written notification from the Warden (Re: ROUNDTREE).
- e. A restriction is not necessary if the goal that it is intended to promote can effectively be promoted by less restrictive means (Re: BELL).
- f. All unclothed body searches of visitors require full documentation, Notice of Request to Search CDC 888 and if contraband is discovered, a CDC 837c will be completed by each staff member involved prior to the end of the watch. The Visiting Lieutenant will ensure the CDC 837 is completed and the appropriate notifications are made. The Captain, Associate Warden-Central Services, Chief Deputy Warden and the Warden will receive a copy of all reports within 24 hours, or the next work day, whichever comes first.
- g. All items carried by the visitor will be shown to the officers at the processing area. The visitor shall remove any such items, which are difficult or unsafe to search, or which fail to pass the metal detectors, from the grounds before their allowed to visit.
- h. Incoming inmates will be screened at Initial Classification Committee (ICC) to determine if visits with minors will be restricted per CCR 3173.1, and if family visits are restricted per CCR 3177. Once a counselor determines that restrictions are appropriate, the counselor will contact the Visiting Lieutenant by telephone (extension 5205) to inform either verbally or by telephone message concerning the visiting restrictions by minors for a particular inmate. The counselor will follow that telephone contact with the proper CDCR-128B.
- i. East Gate visiting parking/restroom facility/waiting area:
 - i. The East Gate visitor parking area will be opened to visitor parking at 0600 to 2200 hrs. seven (7) days per week. It will be closed at 2200 hrs. seven (7) days a week.
 - ii. The East Gate visitor waiting area (The tube) will be opened no earlier than 0600 hrs.

4. Visiting Room Procedures

NOTE: *At no time shall an inmate be allowed to visit if they are not dressed in accordance with their Custody Level, Housing Status and without a photo identification card.*

- a. Visitors and inmates must keep their hands in plain view at all times. Coats or other articles of clothing must not be stacked on the tables or in the laps of visitors or inmates. The inmate and his respective visitor(s) will be allowed one (1) brief/short hug and one (1) brief/short kiss at the beginning and the end of their visit. Other than the holding of hands, no other physical contact shall be permitted. (Hands on legs, rubbing of backs, heads leaning on shoulders, dancing, legs intertwined, groping, making out. Hands not in plain view, are all considered "Excessive Contact". Any blatant sexual misconduct or lewd and lascivious acts are prohibited).
- b. All visitors will be stamped with invisible ink at the East Gate-processing Center. A fluorescent light will be used to check the stamp at the Visiting Room Control Booth and the H-Unit pedestrian sally port upon entrance and exit.
- c. AMI, Religious medicine bags for inmates and visitors will be permitted upon search and inspection. Anything that may jeopardize the safety and security of the institution will be denied.
- d. Only three (3) inmates with visitors are allowed to be in the area of the vending machines at any one given time. Inmates are prohibited from handling any money. During busy hours, inmates and visitors are required to use the vending line allowing the walkway to remain open.
- e. Tables must be left clean and free of litter when a visit has concluded, or when the table is vacated for any reason. The inmate shall be held responsible for leaving their area clean and free of litter. Inmates and visitors will not move the tables from their pre-arranged positions. Failure to do so shall result in disciplinary action.
- f. Visitors may sit at any table they wish. They must sit at a table and may share tables with other visitors. Sharing tables is required when the visiting room is crowded. Couples and other single visitors visiting one (1) inmate, who arrive early in the morning, are encouraged to share tables with other such visitors. By doing so, leaving other tables free for larger groups, and thereby extending their own visits when the visiting room is crowded.
- g. Children are welcome at the "Kiddie Corral" (Children's playroom) as long as they behave in an acceptable manner. Parents are responsible for their children at all times.
- h. If an inmate's supervisor is absent from work and the inmate is receiving "S" time, the inmate is eligible to visit.
- i. When a visit has concluded, the inmate must report to the inmate visiting room exit sally port search area where an unclothed body search will be completed. The visitor will exit the visiting area upon the inmate being cleared. Visitors who refuse to leave the visiting area once the inmate has been processed out of the visiting room will be subject to future restrictions of their visiting privileges.

NOTE: All inmates and visitors visiting Restricted and Non-contact inmates shall remain seated at all times.

5. Professional Legal Visiting and Consultation:

a. Attorney Visiting Hours: General Population Inmates:

- i. Monday, Tuesday, Wednesday and Thursday: Hours 0800 to 1400 hrs. Processing ends at 1300 hrs.

- b. Any and all items, including written and printed material that an attorney or an attorney's representative wish to exchange during the visit must be presented to the Correctional Officer(s) at the East Gate for inspection before it is brought into the visiting area. The purpose of this inspection is to ensure that contraband items are not present. The Officers are not to read any part of written or printed material without the expressed consent of the inmate or attorney/attorney's representative.

- c. Confidential "Non-contact legal visits" between RC and Special Program inmates will be conducted in booths A-4 and A-5. Attorney rooms A-1, A-2 and A-3 will be utilized for Condemned Grade B, AC and Ad Seg inmates. These rooms will be used for "Legal visits" between inmates on restricted visiting status and their legal representatives. The eleven (11) Plexiglas Booths (Located near the main entrance/exit to the Visiting Room) are designated PV-1 through PV-11. Authorized use of these Plexiglas Booths are as follows:

- i. PV-1 through PV-11 are to be used for contact attorney visits between Condemned Grade A inmates and their attorney(s). These visits must be scheduled through the legal appointment coordinator.
- ii. Condemned Grade B inmates will utilize attorney rooms A-1, A-2, and A-3, for non-contact attorney visits. These visits must be scheduled through the legal appointment coordinator.
- iii. Condemned Grade "B" and Ad Seg inmates assigned to the AC will be assigned to attorney rooms A-1, A-2, or A-3 only. The glass door covering the grated slot shall remain locked at all times. Attorneys and/or inmates wishing to exchange legal material during attorney visits for these inmates must summon the floor officer and inform them that they wish to pass legal material. The floor officer will provide the attorney and/or inmate with a document envelope. The attorney and/or inmate will in the presence of the officer, place the material in the envelope and seal the envelope with tape. The officer will take the envelope and pass it through the document slot to the officer waiting on the other side of the wall. That officer will take the envelope to the intended recipient. The attorney and/or inmate will inspect the envelope to ensure the tape is undisturbed, open the envelope, remove the document and return the envelope to the waiting officer.

- d. With the inmate's consent, an attorney/attorney representative may record the interview.

6. Psychiatric evaluations for Condemned Grade B inmates:

- a. Psychiatric evaluations for inmates must be scheduled through the Legal Scheduling Coordinator. All approved visits will require Watch Office notification to provide necessary coverage.
 - b. Inmates will be secured with both waist and leg restraints. **Inmates are not restrained directly to the chair located in the Psychiatric Room.**
 - c. If it becomes necessary to remove a secured inmate's restraints for any reason, a Correctional Sergeant or higher shall be present with two (2) custody staff. Only one (1) hand shall be unrestrained at any one (1) time.
 - d. Inmates will not eat vending machine food during psychiatric evaluations. During meal break, the inmate will be placed in a holding cell and allowed to eat his state issued sack lunch.
7. All depositions are to be scheduled through the Legal Affairs Coordinator.
8. Restricted Visiting Regulations:
- a. The term "Restricted Visiting" shall be used to describe all visiting, which occurs in the Main Visiting Room (Anywhere other than the "General Population Section").
 - b. Restricted Visiting will occur in the "Security visiting area", which is comprised of the telephone visiting windows identified by alphabetical letters A through O.
 - c. Security and safety are the basic criteria for placement in temporary segregation and/or Ad Seg. All AC, inmates on temporary segregation or Ad Seg will visit in Non-Contact visiting areas in Main Visiting only. All Condemned Grade B inmates housed in the AC or East Block will visit in the Non-contact Visiting area of the Main Visiting Room Thursday.
 - d. East Block Condemned Grade B, Ad Seg and C-Section Ad Seg inmates will visit in the Non-contact Booths in the East Block Visiting Room Saturday and Sunday.
 - e. Each inmate housed in the Security Housing Units shall be reviewed by the appropriate classification committee to determine feasibility for Contact Visits. Each 128G should reflect the committee's determination in this matter.
 - f. Unit staff escort officers will escort all inmates from lock-up units to the appropriate visiting room entrance.
9. Security Visiting Area:

NOTE: All inmates arriving for a security visit shall be clothed according to their custody level. Upon completion of a security visit in Main Visiting, the assigned officers shall remain on their post until all visiting inmates have departed and the area is secured. If unit escorting staff have not arrived after 15 minutes of original contact, it shall be noted on the tracking record and a Visiting Supervisor shall be advised, no exceptions!

- a. The Security Visiting Officers are to maintain the inmate/staff tracking record, indicating escorting staffs' names and times of contact.

- b. An inmate approaching and/or leaving the security visiting area must be in restraints at all times while in the visiting passageway parallel to North Block, as well as while in the security visiting area itself.
- c. While visiting in the security visiting area, inmates will have both hands released from restraint gear and the restraint gear will be removed from the cell.
- d. Inmates required to visit in this area due to custody or disciplinary restrictions are allowed one (1) visit per week, Thursday, Saturday or Sunday, from all sources exclusive of attorneys or their representatives.
- e. Inmates assigned to the AC will utilize the Security Visiting Booths identified as booths "A", "E", "G", and "K" for general visitation. There will be no more than two AC inmates scheduled for any given visiting time slot. Security visiting staff will wear their full issue of protective equipment when any AC inmate is in the Security Visiting area. This equipment will include the protective vest; face shield, Monnock Expandable Baton (MEB), and Oleoresin Capsicum (OC) pepper spray.

10. Condemned Grade A Visiting:

- a. Condemned Grade "A" inmates will visit by scheduled appointments only. Inmate visitors must contact the visiting appointment line on Thurs./Sat. between 0800 and 1100 hrs. at (415)-455-5023, to schedule an appointment, for Thursday, Saturday and Sunday. Each appointment will be in 2 ½ hours slots, and will be filled on a first come, first serve basis. The visits will be conducted inside of individual Condemned Visiting Cubicles located in the East Block Visiting Room and the Main Visiting Room Plexiglas Booths, with a maximum of five (5) visitors per cubicle.
- b. East Block will use East Block Condemned visiting room and North Seg. will use the Main Visiting Plexiglas booths. E/B Grade A can be scheduled in the main visiting after all the condemned visiting booths have been used.
- c. The following schedule will be in effect for this program:
 - i. Thursday: 0800 to 1330 hrs. - Main Visiting Plexiglas Booths.
 - ii. Saturday and Sunday: 0800 to 1330 hrs. - East Block Condemned Visiting Cubicles and Main Visiting Plexiglas Booths.
- d. Visitors who reside more than 250 miles from the institution and have not visited the inmate in the last 30 days may schedule two (2) five hour blocks or three (3) days of visits not to exceed ten (10) hours once each month.
- e. The scheduled appointments for each visiting day will be forwarded to the appropriate housing unit daily by visiting staff.

11. Security Measures Inmate/Visitor Processing

- a. East Block Visiting Room Cubicles
 - i. Each East Block Condemned Visiting Cubicles will be inspected before and after each visit. East Block visiting staff will ensure that the correct number of chairs is placed inside of the individual cubicles before the visitor is allowed to enter the cubicle. Each

cubicle will have one small table located in the center of the cubicle. The visitor side of the cubicle will have the appropriate number of chairs arranged on the visitor side of the table. There will be one chair located on the inmate's side of the table.

- ii. The visitors will be processed into the Condemned Visiting Room and allowed to purchase food items and utilize the restroom facilities before entering their assigned condemned visiting cubicle.
- iii. The local housing unit supervisors will ensure that the escorting officer conducts an unclothed body search of the inmate within the housing unit prior to the inmate being removed from his cell. The inmate will be escorted to the East Block Condemned Visiting Room search area. The condemned visiting search officer will monitor the placement of the inmate in a holding cell. An East Block Visiting Officer will conduct an unclothed body search of the inmate. The inmate will then be placed in handcuffs and escorted into the visiting room and secured into the appropriate Condemned Visiting Cubicle with his respective visitors. The Condemned Visiting Officer will then remove the handcuffs and allow the visit to begin.
- iv. The inmate and his respective visitor(s) will be allowed one (1) brief/short hug and one (1) brief/short kiss at the beginning and the end of the visit. At no time will the inmate or the visitor move into the designated area of the other. Other than the holding of hands no other physical contact shall be permitted.
- v. The housing unit will ensure that the inmate is in the Visiting Room within ten minutes of his scheduled appointment.
- vi. Prior to removing any person(s) from the Condemned Visiting Cubicle, the inmate will be placed in handcuffs. Upon the completion of the visit, the inmate will be removed from the Condemned Visiting Cubicle and escorted to the Condemned Visiting search area. The inmate will be placed in an available holding area and searched. Upon clearance of the search, the inmate's visitors will be processed from the Visiting Room.
- vii. The inmate and visitors will be responsible for clearing any trash in the cubicle at the end of their scheduled visit.
- viii. Visiting staff will contact the sending unit twenty minutes prior to the end of the scheduled visit. Unit supervisors will ensure a timely response to ensure no delays occur in the processing of visits.

b. Main Visiting Room Plexiglas Booths:

- i. Each Main Visiting Plexiglas Booth will be searched and inspected before and after each visit. Condemned Visiting Staff will ensure that the correct number of chairs is placed inside of the individual booth before the visitor is allowed to enter the booth. Each booth will have one small table located in the center of the booth. The visitor side of the booth will have the appropriate number of chairs arranged on the visitor side of the table. There will be one chair located on the inmate's side of the table.

- ii. The visitors will be processed into the Main Visiting Room and allowed to purchase food items and utilize the restroom facilities before entering their assigned Plexiglas Booth.
- iii. The housing unit supervisors will ensure that the escorting officer conducts an unclothed body search of the inmate within the housing unit prior to the inmate being removed from his cell. The inmate will be escorted to the Main Visiting Room via the Security Visiting "Tube". The inmate will be escorted onto the Main Visiting floor via the Security visiting sally port entrance. The inmate will then be placed into the appropriate Plexiglas Booth with his respective visitor(s). The Condemned Visiting Officer will then remove the handcuffs and allow the visit to begin.
- iv. The housing unit will ensure that the inmate is in the Visiting Room within ten minutes of his scheduled appointment.
- v. The inmate and visitors will be responsible for clearing any trash in the booths at the end of their scheduled visit.
- vi. One Condemned Visiting Officer member will be assigned to monitor this area during these scheduled appointments.
- vii. The "Out of Bounds" area in and around these Plexiglas Booths will be strictly enforced. No unauthorized access to this area is permitted. If for any reason the inmate or visitor(s) wish to exit their assigned Visiting Cubicle or Plexiglas Booth before the end of their allotted 2.5-hour visit, their visit shall be terminated at that point. Except for emergencies and to accommodate medical concerns/issues.
- viii. Prior to removing any person(s) from the Plexiglas Booth, the inmate will be placed in handcuffs. Upon the completion of the visit the inmate will be removed from the Plexiglas Booth and escorted to the Security Visiting area. The inmate will be placed in an available holding area and searched. Upon clearance of the search, the inmate's visitors will be processed from the visiting room.
- ix. Visiting staff will contact the sending unit twenty minutes prior to the end of the scheduled visit. Unit supervisors will ensure a timely response so no delays occur in the processing of visits.

12. Non-Contact Visits:

- a. Inmates required to visit in this area due to assignment to the RC, Disciplinary Restrictions or Condemned Grade B are allowed two (2) visits per week, Thursday through Sunday, exclusive of attorneys or their representatives. These visits may both be on weekdays, but only one (1) may be on a Saturday or Sunday during each week.
- b. Any inmate assigned to Non-Contact Visiting shall receive no more than three visitors (Minors included) at one time. Such visits are by appointment seven (7) days in advance. The visitor must call the designated telephone number for visitors between 8:00 a.m. and 10:00 a.m., Thursday, Saturday and Sunday with makeup calls on Wednesday, to schedule an appointment.

- c. Inmates not assigned to an Ad Seg Unit/Security Housing Unit may be placed on Non-contact Visiting status for specific periods of time by disciplinary disposition or ICC action in accordance with CCR Section 3170.1 (f) and 3176.3.

13. Scheduling Non-Contact Visits:

- a. Non-contact visits for RC and AC inmates will be scheduled for 0800, 0930, 1100 and 1230 hrs. on Saturday and Sunday. 0800, 1000 and 1200 hrs. on Thursday.
- b. AC inmate appointments will be offered the available time slots at 0800, 0930, 1100 and 1230 hrs.
- c. Accommodations will be made to allow for travel time or other needs whenever possible. The 1230 hrs. time slot will be the last to be filled for optimum use of Security Visiting staff.
- d. Visitors for East Block Grade B and Ad Seg inmates assigned to East Block and Carson Section must also schedule appointments for the Condemned Visiting Room Non-contact Visiting Booths. These appointments will also be limited to one-hour.
- e. Appointments will be taken seven (7) days in advance of the visit, one (1) appointment will be scheduled per call. At least two (2) places per scheduling period will be reserved for AC inmates.
- f. The objective of this plan is to facilitate a visiting program for Condemned Grade A inmates (Walk alone with security concerns). This procedure will meet requirements with the least possible inconvenience to all persons involved in the visiting process, consistent with the security requirements of this institution.

14. Availability of Institutional Visiting Regulations:

Summaries of the general visiting regulations will be included in orientation material furnished to each newly arrived inmate by Receiving and Release staff. In addition, specific regulations for various types of visiting will be made available to the inmate through the Program Unit Sergeant's office. Regulations for all visiting programs will be available to visitors and members of the general public at the East Gate Visiting Processing Center.

EXCEPTION: Inmates determined to be developmentally disabled and remain at the RC for extended stays exceeding 61 days, **solely due to their disability**, shall be authorized regular visiting privileges.

15. Transfer of Visiting Records:

- a. The Records Office staff shall be responsible for notifying institution departments, including the East Gate Visiting Processing Center, of inmates pending transfer. Pending receipt of the Central Office Records, development of a standard form containing uniform information shall be used. Until then, San Quentin shall continue using local forms such as the "Advanced Transfer List" or "Tentative Transfer List".
- b. Visiting processing staff shall be responsible for delivering the visiting card/records on all inmates listed on the transfer list to the Records Office on the date specified on the transfer list.

- c. Records staff shall be responsible for noting receipt of the visiting card/records on the Record Transfer Checklist (CDC Form 134).
- d. San Quentin's Records Office shall be responsible for delivering the visiting card/records to the East Gate Processing Center immediately upon receipt.
- e. East Gate Processing Center staff are to continue receiving the Daily Arrival and Departure lists and use them as a check to ensure the visiting records are gone.
- f. If an inmate is transferred and the visiting records are still at the sending institution, it shall be the responsibility of the Visiting Lieutenant or Sergeant to complete a CDCR Form 134 and mail the visiting records to the Visiting Processing Office at the receiving institution via first class mail. A copy of the CDCR Form 134 indicating the date the visiting records were mailed is to be immediately forwarded to the Records Office.

16. Utilization of the Main Visiting Room for Non-Visiting Functions:

a. Weddings:

The Visiting Room facilities will be utilized for inmate civil wedding ceremonies on the first Friday of every even numbered month (Barring holidays). Advance notice should be provided to the Visiting Lieutenant by the Marriage Coordinator in charge of weddings, in sufficient time to avoid conflict with other scheduled use of this facility.

b. Banquets, Tours and Programs:

- i. Any utilization of the Main Visiting Room as a meeting facility shall not interfere with the regular operation of the visiting procedures and must be scheduled so as not to interfere with visiting or other scheduled activities.
- ii. Reserving of the visiting room for any of the above activities must be with prior approval of the Warden, and should be coordinated with the Visiting Lieutenant.

17. Family Visiting:

a. Responsibility:

- i. The Warden shall have overall supervision of this plan. The Visiting Lieutenant shall be responsible for coordinating and implementing the program, and for supervising a Correctional Officer who shall perform the duties of the Family Visiting Coordinator. Facility Captains shall be responsible for determining eligibility of inmates and family members who apply to participate in the program. The Facility Captains shall be responsible for notifying the Family Visiting Coordinator, Visiting Sergeant, or Visiting Lieutenant in writing whenever a participating inmate found in possession of controlled substances, narcotic drug paraphernalia, or cash and is under investigation. The inmate will not be eligible to participate until this matter has been completed.

- ii. The Family Visiting Coordinator shall schedule visits, order supplies, and arrange maintenance of the Family Visiting Units. The Visiting Lieutenant shall personally approve or disapprove any request for special date consideration that would affect the normal date rotation. Another inmate's date will not be revoked in order to accommodate another inmate's request.
- iii. Each inmate and visitor shall be responsible for their conduct during Family Visits and for the care and conduct of any minor children. Violation of laws, rules, and/or of institutional regulations/procedures governing visiting behavior may result in the termination, suspension, restrictions, or denial of Family Visiting and/or regular visiting privileges.

b. Methods

The institution provides all necessary accommodations to permit overnight visitation between inmates and the inmate's family. Only necessary clothing items will be allowed to the visiting party based on the duration of the visit. The inmate will be required to wear only authorized inmate apparel during the Family Visit. Members of the visiting party will only be allowed clothing, which conforms to the General Visiting Apparel criteria with the exception of sleeping apparel.

c. Available Facilities:

- i. Two (2) apartments (Apt. A1 and Apt. A2) utilized by Medium-A Custody inmates. The apartments are located adjacent to the Boiler Room by the Vehicle Sally Port and face North and South.
- ii. Five (5) condominiums (numbers 2 through 6) utilized by Minimum-B inmates. The condominiums are in the outer perimeter located adjacent to the Levee Gate.
- iii. Inmates may apply for Family Visiting with their fiancées, but their marriage must have taken place prior to the day of the Family Visit or the visit will not be permitted. Notification of the marriage having taken place will be made by a chrono from the Marriage Coordinator to the Family Visiting Coordinator.

d. Inmate Eligibility:

i. Medium Custody Inmates:

- 1. Must have completed the General Population Orientation Program at San Quentin prior to submitting his initial Family Visiting application through his assigned counselor.
- 2. Medium custody inmates who are involved in disciplinary action which may result in a referral to the District Attorney are not eligible for Family Visits until the referral has been acted upon and the disciplinary committee has made a disposition of the case which does not affect Family Visits. The Facility Captain may waive this unless it is a visiting related offense.
- 3. The following procedures are to be followed by officers when collecting urinalysis samples to ensure that departmental rules and regulations are adhered to:

- a. "Urinalysis Testing" form is to be filled out completely for each inmate to be tested. These forms are available at #4 Post and Investigation Services Unit (ISU).
 - b. Anyone dealing with the process of collecting urine samples must wear protective latex/rubber gloves.
 - c. Samples are to be collected in designated laboratory bottles (Available from the Investigative Services Unit (ISU) or the Yard Office) or containers from the infirmary, which are designated for that purpose.
 - d. The inmate to be tested is to be taken to a bathroom and visually observed at all times.
 - E. Have the inmate rinse his hands with water only.
 - f. Direct the inmate to begin urinating. After he has started urinating, direct him to take the designated bottle and urinate into the bottle. This is known as collecting a mid-stream sample.
 - g. Be certain that visual observation is maintained and watch for any outside substances that the inmate may attempt to introduce, thus contaminating the sample.
 - h. The inmate will wear latex/rubber gloves. Note general temperature and color of sample immediately after securing it.
 - i. Once the inmate has finished filling the designated bottle, ensure that the bottle is labeled with the inmate's name, CDCR number, the date the sample was collected, the officer/agent who collected the sample, and the testing laboratory designated to conduct the test. Printed labels for this purpose can be obtained from the ISU or # 4 Post.
 - j. The sample bottle, sealed with a cap, should be delivered to the ISU or #4 Post for processing and delivery to the laboratory. The "Urinalysis Testing" sheet will accompany the sample.
 - k. Any questions concerning the collecting and delivery of sample bottles can be directed to the ISU or #4 Post. Staff should also note that all urinalysis samples are to be processed through the ISU. Units are not to send samples directly to the laboratory. Sample bottles must be delivered to the ISU or #4 Post, where the samples will be secured until delivery to the ISU. It is imperative that all samples are sent to the ISU for logging and processing purposes.
4. The conditions of visiting are subject to restrictions when there is any reason to believe that approval to visit or

approval for personal contact visits would jeopardize institutional security and/or the safety of staff members, inmates, or persons attending visits.

5. An ICC may place a restriction on an individual's Family Visiting privilege. This restriction must be based on an individual's commitment offense and documented case factors. It may be applied to any family member if the concern for the "Safety of a person is imminent" (DR 3170 (b)).
6. An inmate who is placed in Security Housing Unit or is placed on a compatible status; i.e., Ad Seg status, and remains on that status beyond the initial ten (10) days, (ICC referral period) will automatically postpone his scheduled Family Visit.

18. Processing of Applications and Visits:

- a. If the inmate's case factors change or a hold is placed, the CCI shall review the inmate's continued eligibility for the FV program. If the inmate becomes ineligible, the CCI shall prepare a CDCR Form 128-B, Informational Chrono, indicating the reason for rescission and send a copy to the FV Coordinator.
- b. Each CCI is expected to review C-Files when they receive notices of changes in case factors or placements of new holds. This review will ensure that inmates who have become ineligible for FV do not enter the FV units. The CCI shall determine whether the inmate was previously participating in the FV program. If the inmate was not participating, the CCI shall process the case according to normal procedures for changes in case factors and holds. If the inmate was participating and continues to be eligible, the CCI shall process the case according to normal procedures for changes in case factors and holds. If the inmate was participating and is no longer eligible, a CDCR Form 128-B clearly indicating the reason for rescission shall be prepared by the CCI and a copy immediately send to the FV Coordinator.
- c. Once the initial FV application is approved and the CDCR Form 128-B is on file in Visiting, the CCI shall not review subsequent applications for an approved inmate. The subsequent applications shall be sent directly to the FV Coordinator.
- d. An approved inmate will forward subsequent FV applications directly to the FV Coordinator for processing and scheduling. The FV Coordinator shall review the copy of the CDCR Form 128-B, to ensure that the inmate is approved, prior to scheduling each subsequent visit.
- e. Any application received by the FV Coordinator, for which there is not a copy of a CDCR Form 128-B indicating approval, shall be returned to the assigned CCI for review and processing.
- f. If the FV Coordinator receives an application from an inmate and does not have a copy of a CDCR Form 128-B indicating that the inmate is approved, the application shall be returned to the assigned CCI. The assigned CCI shall review the application and

- C-File to approve or disapprove the inmate's eligibility for the FV program. If disapproved, the application shall be returned to the inmate indicating the reason for denial. If approved, the CCI shall prepare the appropriate CDCR Form 128-B noting approval. The application and a copy of the CDCR Form 128-B shall be forwarded to the FV Coordinator for scheduling and processing.
- g. When an inmate transfers to another institution, the inmate shall submit the initial FV application to the CCI for review. If approved, the CCI shall prepare the appropriate CDCR Form 128-B for the current institution.
 - h. The FV Coordinator shall be authorized to use the copy of the CDCR Form 128-B only from the current institution to schedule subsequent Family Visits.
 - i. If the FV Coordinator receives an application and does not have a copy of a CDCR Form 128-B from the current institution, the application shall be forwarded to the assigned CCI for processing.
 - j. The recorder of ICC shall prepare a CDCR Form 128-B permanently rescinding FV privileges for any inmate previously approved for FV and found guilty of Rules Violations Report (RVR) for Introduction and Distribution of Controlled Substance/Narcotics Trafficking. A copy of the CDCR Form 128-B shall be forwarded to the FV Coordinator.
 - k. If an inmate is found guilty of an RVR for Introduction and Distribution of Controlled Substance/Narcotics Trafficking, the recorder of ICC shall prepare a CDCR Form 128-B permanently rescinding FV privileges. A copy of the CDCR Form 128-B shall be immediately forwarded to the FV Coordinator.
 - l. The recorder of ICC shall prepare a CDCR Form 128-B rescinding FV privileges for twelve (12) months for any inmate previously approved for FV and found guilty of a Division A or B offense. A copy of the CDCR Form 128-B shall be sent to the FV Coordinator. To ensure that the inmate remains eligible for placement in the FV unit, the C-File shall be reviewed between 24 and 72 hours prior to the scheduled Family Visit. The review shall be conducted by the visiting staff. If it is determined that the inmate is not appropriate for placement in the FV unit, the Visiting Supervisor shall cancel the scheduled visit. The Visiting Supervisor shall prepare a CDCR Form 128-B indicating the reason for cancellation and forward a copy to the assigned CCI.
 - m. The review process for FV is initiated by an inmate's submission of the FV application. The CCIs shall not be required to review an inmate for FV unless the inmate completes an application requesting to participate in FV. Inmates who do not submit an application shall not be reviewed.
 - i. Visits will be scheduled in the following order:
 - ii. Date approved application is received by the Family Visiting Coordinator.
 - iii. Date that the inmate had his last family visit.

- iv. Dates that are open within the inmate's custody category.
- v. One (1) Family Visit every thirty (30) days, not to exceed 12 per year.
- vi. All eligible inmates, regardless of group status, will be allowed to have one family visit scheduled at any one time. Due to limited available facilities, this will give all inmates equal access to the available family visiting units, thus preventing some inmates from having several scheduled.
- vii. If an inmate has the number of scheduled visits allowed for his group, he may submit one other family visiting application form until he has used a scheduled visit. Any additional forms received will be returned.
- viii. Inmates who have a Privilege Group change from A to B will be eligible for a Family Visit six (6) months from their last family visit as a Group A.
- n. The Family Visiting Coordinator will furnish prompt notification of receipt of each approved application for a Family Visit to the inmate concerned.
- o. The Family Visiting Coordinator will send a confirmation of Visit Form (CDCR-1072) to the inmate concerned which states the date and time for the visit. The family visitor must confirm, in writing at least 72 hours prior to the date of the visit. If the visitor has not confirmed the visit by that time, the scheduled visit is subject to cancellation. Failure to notify the institution within the 72-hour limitation will constitute ineligibility for Family Visits for a period not to exceed six (6) months.
- p. Minimum and medium Privilege Group families must report to the East Gate Processing Center no later than 11:00 am on the date of their scheduled visit. Failure to report by 12 noon will result in cancellation. If an inmate's family fails to appear for a confirmed Family Visit without notifying the Family Visiting Coordinator in advance the inmate may be subject to disqualification from the Family Visiting Program for a period not to exceed six (6) months.
- q. Scheduling of family visits is the responsibility of the Family Visiting Coordinator and is subject to interruption or last minute change due to major maintenance and institutional needs.
- r. The Family Visiting Coordinator will be responsible for ensuring inmates going in and out of the medium custody visiting area are accounted for, processed, and the inmate's personal property sheet for medium custody family visiting has been completed.

19. Family Visiting Procedures:

- a. When the visitor arrives at the East Gate, the Family Visiting Coordinator will be responsible for searching all property the visitor has brought in for the Family Visit. The Family Visiting Coordinator will verify the visitor's required documents, marriage license, valid driver's license, or identification. Which must be

presented before the visitor is permitted to enter the institution for the Family Visit. The visitors are then processed through the East Gate metal detector.

- b. The Family Visiting Coordinator will escort the visitors to the family visiting unit assigned to them.
- c. Knives will be issued only by the Family Visiting Coordinator to families utilizing the minimum custody condos only.
- d. The inmate will be escorted to the Family Visiting area, where his property will be inventoried and searched. The inmate will receive a clothed body search at this time. Five (5) Wall will be notified that the inmate has been secured in the visiting area. Five (5) Wall will be provided with the inmate's identification card, as well as his apartment assignment.
- e. Inmates housed in H-Unit, Minimum B, and Medium A: Restrictions and limitations concerning items allowed to be brought in for Family Visits:
 - i. The minimum B visitor will provide all food and provisions for the visit. Visitors and the inmate must agree to a thorough search of all items brought in for the visit. The number of food and clothing containers will be established by the Visiting Lieutenant to allow for adequate provisions for the length of the Family Visit. Only items deemed necessary for the visit will be allowed. Medium A visitors are allowed to bring clothing and hygiene items only. These guidelines will be stated in the published "Family Visit Informational Pamphlet" which will be made available to all visitors and inmates upon request.
 - ii. The following is a list of restrictions and/or limitations of items allowed on a Family Visit:
 - No item which contains alcohol or tobacco
 - No canned foods of any type, including sodas
 - No games of chance, dice or poker cards
 - No drinking glasses, dishware, pots or pans
 - No loose ice; ice cubes/crushed ice must be packed in unopened plastic bags
 - One 1 deodorant
 - No aerosol cans of any kind; i.e. hairspray or deodorant
 - No gum or ice cream
 - A spouse shall be permitted to bring maximum of 10 commercially sealed condoms per visit
 - Prescribed medications will be allowed (Only that amount which is necessary for the duration of the visit. Should a visitor required over-the-counter medication, they must provide the Family visiting Coordinator a written notice from their physician indicating that there is a need for the medication
 - No electrical or battery operated items
 - iii. Any attempt to bring prohibited items into the institution will be cause to terminate the visit.

- iv. Only the clothing deemed necessary for the duration of the visit will be allowed. The following is the amount of clothing allowed.

Adults – (2) sets of pajamas/sleepwear

Minors – (2) sets of pajama sleepwear

Adults clothing - two (2) changes

Minors – three (3) changes

Toiletries:

One (1) small tube of toothpaste-unopened

No pump tubes

One (1) bar of soap unopened

One (1) shampoo in plastic see-through container

Two (2) razors-disposable (No electric razors)

One (1) unopened small box of disposable diapers

One (1) Hair grease, Hair activator, or Gel (Unopened)

One (1) small cosmetic bag

- f. Any food left over and not consumed during the visit is to be removed by the visitors at the conclusion of the visit.
- g. Family Visiting property shall always be searched. Persons and cars will also be searched when substantial reason exists.

Note: See SQP 54020.1, Visiting Procedure, per search procedures.

- h. If a visitor refuses a search of their person or property, the Family Visit shall be cancelled.
- i. The inmate will have to submit another application to be rescheduled for another visit. Future visits will be contingent upon the visitor submitting to a search of their person and property. A second or subsequent refusal by the same person to submit to a search of their property will result in a suspension of visiting privileges for no longer than six (6) months before reconsideration will be given upon written request. The official making the decision will notify the visitor or inmate and the Family Visiting Coordinator of the decision.
- j. If a visitor is apprehended bringing, or attempting to bring, controlled substances, narcotics, drug paraphernalia, currency; firearms, explosives or tear gas onto institutional grounds or into the institution, they will be suspended from future visits. The official taking action will notify the visitor, the inmate and the Family Visiting Coordinator of their decision.
- k. Inmates will be held responsible for the treatment and condition of the Family Visiting Units during their scheduled visit. The Family Visiting Coordinator will inspect each unit at the conclusion of the visit. The pre-signed checklist will be utilized. Any deliberate or negligent damage to the unit shall be cause for appropriate penalty, including a repayment requirement for any repair costs. Submission of a Trust Withdrawal Form (CDCR-103) will accompany all Family Visiting requests and checklist.
- l. When three (3) consecutively scheduled visits have been cancelled for any reason, either by family, or through automatic cancellation,

another request form for Family Visiting will not be accepted for a period not to exceed six (6) months.

- m. Inmates will not be permitted to exchange Family Visiting dates with each other; each case will be handled on an individual basis.

20. Miscellaneous Family Visiting Regulations:

- a. Every effort will be made to keep all units full. Each visit will begin after all property is inspected, on the first day of the visit and will terminate at 0900 hrs. on the third day.
- b. When the unit is vacated, the Family Visiting Coordinator will have the responsibility of ensuring the last occupants leave the unit clean and an inventory is conducted of the furnishings. The cleaning and upkeep of the Family Visiting Units are the responsibility of each family occupying the units during their visit. It is the responsibility of each inmate to inspect the respective unit prior to his visit. Units will be checked for cleanliness, and missing or damaged furnishings. Any discrepancy must immediately be brought to the attention of the escorting officer.
- c. Items missing or damaged will be charged to the inmate via Inmate Trust Fund Withdrawal and documented on the inmate's Family Visiting File and CDCR 120 Visiting Database. A first infraction will result in an issuance of CDCR 115. Continual abuse of the units will result in loss of Family Visiting privileges up to a period of six (6) months. Prior to the Family Visit the Family Visiting Coordinator and inmate will inventory all items in the unit. At that time, if both agree on the condition and number of items in the unit, the Family Visiting Coordinator and the inmate will sign the inventory sheet. The inmate will sign a trust withdrawal slip. At the end of the visit the unit will be re-inventoried, if everything is in order, the trust withdrawal slip will be destroyed in the presence of the inmate.
- d. The inmate must adhere to the prescribed count and visiting regulations.
- e. Participating inmates **MUST** wear state-issued clothing to the family visit. Inmates may bring only the following articles to a family visit:
 - i. Wedding Band/ Religious Medal/Watch
 - ii. Hairbrush/Comb/Watch Cap/Belt
 - iii. Prescription Glasses & Sunglasses
 - iv. Toothbrush & Toothpaste
 - v. Deodorant, Soap, Shampoo, and Soap Dish
 - vi. Disposable Razors (2) /Shaving Cream, or Depilatory Shower Thongs/Bathrobe
 - vii. Two (2) each of the following State issued items: Socks/Under shorts/T-Shirts/Pants/Shirts
- f. Light maintenance duties on the family visiting facilities will be accomplished between 10:30 a.m. and 13:00 p.m. only on days when the units are not occupied. Family visiting attendants will not be allowed in the Family Visiting areas while the facilities are occupied for light maintenance duties.

- g. There will be random searches of the Family Visiting Quarters. Staff searches will be conducted only when approved by the participating inmate's Facility Captain or Correctional Captain. The privacy of the participants in the Family Visiting Program will always be honored unless the Senior Custodial Officer on Duty determines it is necessary to enter one or more of the Family Visiting Units and upon receiving authorization from either the Warden, Chief Deputy Warden, Associate Warden Central Services, Correctional Captain, or Administrative Officer of the Day (AOD) before entering any of the quarters. This section shall not prevent or prohibit any custody or medical staff member from entering any visiting unit when a question of health or safety concerns are present.
- h. Visitors must remain within the fenced area or within the boundaries of the visiting units and be responsible for keeping accompanying children within the prescribed boundaries.
- i. All injuries involving a visitor, or inmate, shall be immediately reported to staff.
- j. The regular visitor's parking lot is to be used by family visitors.
- k. Visitors who will be utilizing the Family Visiting Units after checking in at East Gate Processing area will be transported to the visiting area via state vehicle by the Family Visiting Coordinator, Visiting Staff or Outside Patrol Sergeant. Each visitor shall be informed that they cannot leave the area after being admitted except for emergency reasons, and then only by escort of the Family Visiting Coordinator, Visiting Staff or Outside Patrol Sergeant.
- l. No cameras will be allowed on Family Visits or on institutional grounds.

21. Count Regulations:

- a. On the day the visit starts, inmates housed at San Quentin Main will report to #4 Post. The Family Visiting Coordinator will then escort those scheduled inmates to the visiting units for placement by 1300 hrs. H-Unit inmates will report to the H-Unit Sallyport Office.
- b. At that time all inmates will be processed and escorted to the Family Visiting unit by custody staff.
- c. If any medium custody inmate fails to report to #4 Post by 1230 hrs., the Family Visit will be canceled. This may be done by the Visiting Lieutenant or by the Watch Commander.
- d. Minimum custody inmates assigned to the condos will be counted as they stand on the porch of their assigned unit and remain in that area until released by the Outside Patrol Sergeant, for all counts during their visit.

- e. Prescribed count times are 0001, 0300, 0500, 1600 and 2130 hrs. These times are to be adhered to by all medium and minimum custody inmates assigned to a condo, or apartment unit.
 - f. The Family Visiting Coordinator will immediately notify the Control Sergeant in the event that a Family Visit is cancelled or terminated and document the reason as per institutional procedures.
 - g. Upon starting the visitation and conclusion, the Inmate and visitor(s) must be recorded in SOMS.
22. Medium Custody Family Visiting Duplex (Apartments A1 and A2):
- a. The medium custody Family Visiting quarters is a duplex located on the lower yard, adjacent to the Boiler Room. This enables two (2) families to visit simultaneously.
 - b. Visitors from medium custody inmates will be allowed the same access as the other custody group with the exception that **NO KNIFE** will be issued due to access to the existing inmate exercise yard.
23. Proper Handling of Visitor's Medications:
- a. The Family Visiting Coordinator will ensure all medication needed by the visitor is clearly marked and labeled. NOTE: If the medication is not labeled as such, it will not be permitted on institutional grounds. Only the amount prescribed for the length of the visit will be allowed.
 - b. All participating family visitors must present doctors prescription for any hypodermic needles necessary for controlling their medical condition while processing for their Family Visit. In the event that the hypodermic needles are presented and no prescription is in the possession of the visitor, the Family Visit will not be allowed. This is only to protect the visitor from being in a situation where they cannot attend to their own medical needs. Prescription medications must be in prescribed bottle and only the amount needed for two days. The Family Visiting Coordinator will not accept any needles which are used or which are not in the sealed factory wrapper. All needles must be of the disposable type. No other type will be accepted. The Family Visiting Coordinator will secure the approved needles, inventory sheet and a Sharps containment needle disposal container with in a locked metal locker which is located in the East Gate to allow 24 hours access.
 - c. The Outside Patrol Sergeant when needed on Third and First Watch will retrieve the Sharps Container located and stored at the East Gate. On Second Watch, the Family Visiting Officer will retrieve the Sharps Container. The Sergeant will be notified by the Tower #10 Officer(s) for minimum custody Family Visits (The Condominiums adjacent to the Levee Gate) and the Wallpost #5 Officer(s) will make the notification for the medium custody Family Visits (the Apartments located South of the Institutional Laundry). The Outside Patrol Sergeant or Visiting Officer will proceed to that location and supply the visitor with the necessary needle. The visitor will self inject prescribed medication in full

view of the employee. The visitor will then place the used and capped needle into the Sharps container provided by the employee. At no time will any staff member touch or handle any used sharp. The employee will list on the inventory sheet that a sharp was supplied to the visitor and placed into the Sharps container by the visitor. Any unused needles at the end of the visit will not be returned to the visitor, but will be disposed of per Institutional Procedure.

24. Number of Visitors Allowed:

Due to the size of the Family Visiting Quarters, the limit of people in the quarters at any one time will be four (4), including the inmate. The exception to this is minor children of the inmate.

25. Family Visiting Quarters Maintenance:

- a. All maintenance activities will be coordinated by the Plant Operations Utilities Shop Supervisor and the Visiting Lieutenant. Inmate maintenance crews will be allowed to work in unoccupied Family Visiting Units only. Inmate maintenance workers are to be supervised at all times by an institutional staff member, either custody or maintenance personnel. Under no circumstances are inmate maintenance workers to interact with family members on Family Visits. Under no circumstances are inmate maintenance workers to enter occupied family visiting units.
- b. The inmate assigned to visit is solely responsible for the cleanliness of his assigned visiting unit. Inmates who disregard this responsibility will be issued a CDCR -128 (informational chrono) on the first (1) occurrence and a CDCR-115 on subsequent occurrences. The Family Visiting privilege will be revoked upon repeated abuse of the rules and regulations that govern the Family Visiting Programs.

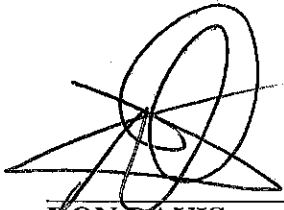
IV. REFERENCES:

- A. CCR Title15, Division 3, Chapter 1, Sections 3045.2, 3170 through 3179.
- B. CCR Title 15, Section 3173.1, Visiting Restrictions with Minors.
- C. California Penal Code, 2601, Penal Code 5054.2, Penal Code 1202.5
- D. American Correctional Association Standards 2-4325 and 4384.
- E. Department Operations Manual Section 54020, revised May 3, 2003.
- F. Memorandum dated April 11, 2003, re: Clarification to questions/concerns asked during videoconference overview, by T. Rougeux, Chief, Institution Services Unit.
- G. Memorandum dated June 11, 2003, re: Corrected Agreement – Correctional Counselor responsibilities pertaining to the new visiting regulations, by W. A. Duncan, Deputy Director, Institutions Division.
- H. Memorandum dated June 11, 2003, re: California Code of Regulations, Title 15, Section 3173.1, Visiting Restrictions with Minors, by W. A. Duncan, Deputy Director, Institutions Division.

- I. Administrative Bulletin 93/34, issue date 8/4/1993, re: Child Victim Visiting Restrictions.
- J. Memorandum dated June 28, 2000, Re: Correctional Counselor Workload Project – Directive for Immediate Work Relief – Family Visiting, by D. Tristan, Deputy Director, Institutions Division.

V. ATTACHMENT:

A. Family Visiting Procedure

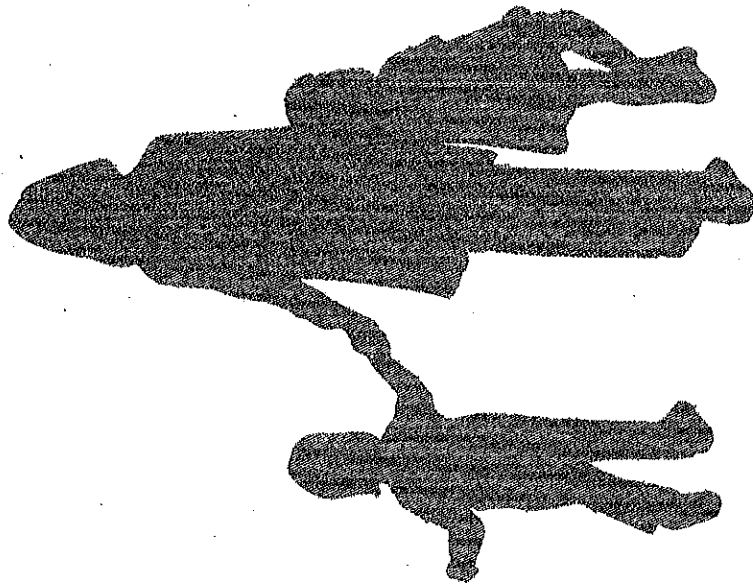


RON DAVIS
Warden (A)

4-9-15

Date Signed

FAMILY VISITING PROCEDURE



SAN QUENTIN PRISON

PLEASE NOTE: Upon arrival and departure of a Family Visit, you are required to dress within the guidelines as you would on a regular visit. NO clothing for the inmate will be allowed, any attempt to do so can result in your visit being terminated. CLOTHING shall be in one (1) small canvas bag or small box/container per each adult visitor and one (1) small canvas bag or small box/container for every two (2) children. Please limit to only two (2) changes of clothing per person.

CLEANING OF THE VISITING FACILITIES

Upon the termination of each family visit, which should be at approximately 9:00 AM, the quarters will be inspected by the Family Visiting Coordinator. The inmate occupying the respective unit will be responsible for the sanitary condition and/or damage to any items of furniture or appliances in the unit. The visiting unit will be cleaned and the visitors clothing, excess food and all property will be at the unit compound gate at this time (DON'T leave food behind.)

PLEASE NOTE NEW PROCEDURE: The inmates will be leaving the family visiting quarters at the same time as the visitor(s). The inmate WILL NOT have time to clean the unit after the visitor is gone, all cleaning must be done before the visiting coordinator arrives to pick up the visitor(s). ALL garbage containers (inside and outside your unit) will be dumped into the large dumpster. The stove, oven, refrigerator, sink, and cabinets will be clean inside and out. The bathroom, toilet, shower/tub and sink will be sanitary. ALL FLOORS WILL BE SWEEPED AND MOPPED, ALL DISHES AND POTS/PANS WILL BE WASHED, DRIED, AND PUT IN THEIR DESIGNATED AREA.

Beds and furniture will be in their proper places and in the same condition as you found it. This must all be accomplished prior to the 9:00 AM check out time. FAILURE TO PROPERLY CLEAN THE VISITING UNIT WILL RESULT IN LOSS OF FAMILY VISITING PRIVILEGES FOR A PERIOD OF AT LEAST SIX (6) MONTHS. ANY DAMAGES WILL RESULT IN A HOLD BEING PLACED ON YOUR TRUST ACCOUNT UNTIL PAID IN FULL.

Any questions regarding family visiting can be directed to:

Family Visiting Coordinator
San Quentin State Prison
San Quentin, Ca. 94964
(415) 454-1469 Ext. 5814

VEGETABLES or fruits, can be either fresh or frozen but must be whole. BABY FORMULA must be powdered or in plastic containers. You can bring BABY FOOD. ALL ICE must be placed in plastic bags and must be inside the ice chest. NO homemade food items or ICE CREAM of any type is allowed.

BASIC personal hygiene items and cosmetics, (must be in new containers, i.e., deodorant, toothbrush, toothpaste, makeup, plastic combs, brushes, shampoo, conditioner, bar soap). Six DISPOSABLE shaving razors are allowed. CONDOMS: The spouse shall be permitted to bring in a maximum of ten (10) commercially sealed condoms per visit. Other birth control devices will need to be approved by the Family Visiting Coordinator and/or the Visiting Lieutenant.

PRESCRIPTION MEDICATION is the ONLY allowed medication. Any medicines/drugs that you must have, must be in pharmacy/doctor containers with prescribed dosages(s), your name and expiration date on a typed label. Only the amount of medication needed for the duration of the visit will be allowed. No tobacco products of any kind or paraphernalia. Blankets, sheets, and towels are allowed. ALL other accommodations shall be provided by the respective facilities at no cost to the inmate or the visitor(s).

CHILDREN'S TOYS: You can bring simple games/pencils, (no games containing dice, poker cards or games of chance.) NO stuffed animals. DIAPERS: disposable only. You CAN bring one (1) TV Guide, self lighting charcoal, one (1) disposable butane cigarette lighter and ten (10) photographs not exceeding 5 X 7 inches. Reading material limited to religious literature.

UNAUTHORIZED PROPERTY

The below listed items are not allowed: Alcohol based cosmetic or hygiene items allowed, Aerosol containers, Relaxer or Curly Kits, Curlers, Perms, Permanent Hair Dye, Alcohol based Mouth Wash, Dental Floss, Scissors, Razors, massage Devices, Bleach, or Electric Appliances (Curling Iron, Blow Dryers, etc.), Electric Blankets, Pillows, Comforters, or Quilts. Denim Blue Jeans or Denim Jackets. Clothes in the colors of Blue, Gray, Green, Green/Forest Green, Camouflage, Orange.

Tooth care items in Pump Design or any Pump devices. Gum, Candles or Incense. Letters, Cards, Credit Cards, Glues, or Adhesives, Needles/Thread, Academic Material, Weapons, Cameras/Film, Electronic Toys, or Flammable Substances.

INTRODUCTION

The following procedure has been outlined to assist families participating in the San Quentin Family Visiting Program. This procedure will prevent any unnecessary inconvenience to visitors and provide for expedient processing by visiting staff. It should be noted that this procedure will be strictly enforced and your cooperation is appreciated.

Upon being scheduled and accepting a visit, you must arrive at the institution by 11:00 AM on the first day of your visit. Failure to report by 12:00 (Noon) will result in cancellation. Family visits last for a period of 2 days or approximately 46 hours. Inmates and families will be required to stay within the institution from the scheduled date of entry until the scheduled date of departure. The only exception will be in the case of an emergency.

Approved "immediate family members" are eligible to participate in the family visiting program as follows: Inmate's legal spouse, natural parent, step parents, foster parents, adoptive parents (with warden's approval), grandparents, inmate's brothers/sisters, inmate's own children, inmate's adopted children, inmate's step children, inmate's grandchildren.

INMATE APPLICATIONS

Inmate applicants shall submit a CDC Form 1046, "Family Visiting Application" to their respective Correctional Counselor 1 (CCI) for the initial visit requested. The CCI shall review the application, checking for completeness, and verifying the family relationship via the inmate's central file. The counselor shall be responsible for determining eligibility.

Applications must be filled out completely or it will be rejected and returned to your counselor. This may cost you valuable time towards being scheduled. Only apply for a regular visit. Once an application is approved, no changes or substitutions of visitors shall be permitted. Inmate's eligibility will expire 3 weeks prior to their scheduled release.

SCHEDULING

Inmates may request specific dates for a family visit. In making applications for a family visit on a specific date, inmates shall submit an application with a "preferred" date and two (2) alternate dates. A reasonable effort shall be made to accommodate the inmate's preference. No other inmate's previously scheduled family visit shall be canceled to accommodate a "preferred" date request.

If you have submitted more than one application, you will only be on schedule for one (1) visit at a time. A monthly list shall be maintained by the family visiting coordinator. The Monthly Calendar list is for inmates who have applied for visits on a specific date(s). A written notice shall be sent to the applicant acknowledging the receipt of the approved application. Changes or modifications shall not be made unless approved by the Visiting Lieutenant. The Family Visiting Coordinator shall keep an up to date list of inmates who have requested placement on the family visiting list.

VERIFICATION OF SCHEDULED DATES

A CDC Form 1072, Family Visiting Inmate Notification, shall be provided to the inmate upon scheduling of a family visiting date. It shall be the inmate's responsibility to mail the form to their visitor. The visitor must then mail the signed form to the Family Visiting Coordinator within ten (10) working days to secure the date. Exchange of family visiting dates shall not be permitted. There is no need to call the Family Visiting Coordinator if you plan to make your family visit date. If a family member cancels a family visit, the family member must notify the Family Visiting Coordinator no less than seventy-two (72) hours prior to the scheduled visit. FAILURE to notify the Family Visiting Coordinator may result in loss of family visiting privileges. If an inmate becomes ineligible for a family visit prior to the scheduled visit, it will be the inmate's responsibility to notify their visitors.

PENDING MARRIAGE

If the pending marriage has been approved and is scheduled, the inmate's assigned counselor shall be contacted for verification of the status of the pending marriage. You must state the scheduled date of the pending marriage. The marriage must be performed prior to the beginning of the family visit.

IDENTIFICATION

You "must bring and present" positive identification with a photo for every visitor 18 years of age or over. ADULTS: Adult siblings must have a birth certificate. And must bring a valid form of identification, i.e., Driver's License, DMV ID, Passport w/picture, Military ID, or USINS Picture ID.

WIVES: Must have a certified marriage license. **MINORS:** Must bring birth certificate. **OTHERS:** Family visiting members may be required to provide other documentation substantiating an immediate relationship to the inmate. **CHILDREN:** Children of the inmate not accompanied by the natural parent or legal guardian must have a NOTARIZED letter authorizing the "approved family visitor" permission for the minors' participation. **DOCUMENTS:** Must be valid identification as described above and all marriage licenses and certificates must be originals with the county recorder's seal/stamp.

AUTHORIZED PROPERTY

The visitor(s) are required to provide food for the inmate and the visiting party. You may bring the following amounts of food needed for the two (2) days of visiting, excessive amounts will not be allowed to be taken on visit. **NOTE:** boxes/containers or bags of food or clothing that weigh in excess of 50 pounds will not be accepted.

A maximum of two (2) boxes/containers of food, each with an approximate volume of three (3) cubic feet will be permitted. ONLY one (1) igloo type ice chest with a maximum volume of 54 quarts is allowed. **NO POTS AND PANS,** they are provided. ALL food shall be vendor purchased, vendor sealed with the seals intact (meats cannot be packaged in butcher paper).

NO metal food containers shall be permitted, (i.e., canned foods/soda pop, etc.) Any cooking utensils must be hard plastic, wood or rubber. **NO** knives. **CANNED FOOD** will be transferred into transparent (clear) containers UPON arriving at the institution (do not open prior to arrival). A can opener will be provided for your convenience, **BRING YOUR OWN PLASTIC CONTAINERS.**

BAKERY ITEMS such as bread, cake, pie or other food items purchased from the bakery or delicatessen are not considered vendor packaged/sealed and will not be allowed.