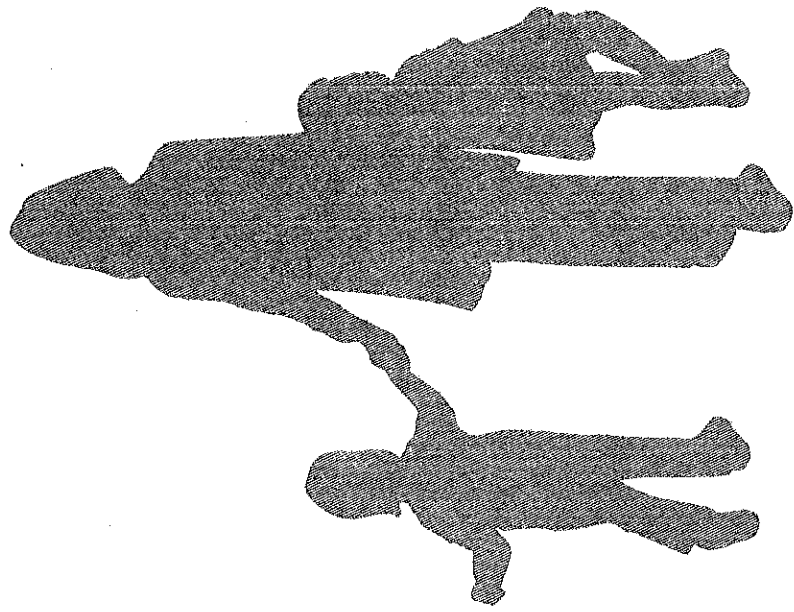


# FAMILY VISITING PROCEDURE



**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 RTHE 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 kinds 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/Forrest 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 I (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 recorders 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.