

SAN QUENTIN OPERATIONAL PROCEDURE	OP NO:	0-1057
	TITLE:	PHOTO PROJECT FOR VISITING AREA
	DATE:	October 2014

I. PURPOSE AND OBJECTIVES:

The purpose of this procedure is to provide a photo service (instant digital pictures) and guidelines describing the parameters of the inmate photo project for the benefit of the inmate population and the inmate's visitors.

II. REFERENCES:

- A. Department of Corrections Operations Manual, Section 23010.6.1
- B. Inmate Welfare Fund (IWF) Procedures Manual, Sections 202(f), 202(o), and 202(2).
- C. State Administrative Manual Section 0600, 1694, 7900, 8021, 8030.1, 8072, 20003, and 10416.2.
- D. Deputy Director's Memorandum, July 2, 1997.

III. APPROVAL AND REVIEW

This plan shall be reviewed and revised annually by the Associate Warden Business Services and the Associate Warden Central Services for approval by the Warden.

IV. RESPONSIBILITY:

- A. The Warden has the overall management responsibility for the operations of this procedure.
- B. The Chief Deputy Warden has the overall functional responsibility for the operations of this procedure.
- C. The Associate Warden Business Services and the Associate Warden Central Services are responsible for ensuring adherence to the dictates of this procedure.
- D. Each staff member is responsible to enforce this procedure.

V. METHODS/ACCOUNTABILITY:

- A. Purchase and Distribution of Equipment and Supplies
 - 1. Photo Paper:
 - a. The Senior Accounting Officer is responsible for purchasing and maintaining an adequate supply of photo print paper in accordance with Inmate Welfare Fund (IWF) procedures.
 - b. The Prison Canteen Manager (PCM II) will stock/receive the purchases and deliver the photo print paper to the Trust/Accounting Office for secure storage and issuance.

- c. The photo print paper received along with a copy of the Stock Received Report will be recorded on a Photo Paper Stock Received Log (Attachment H) maintained by the Accounting Office.
 - d. The Senior Accounting Officer will issue photo paper to the Visiting Sergeant or designee.
 - e. Visiting staff will complete the Visiting Room Photo Paper Reconciliation (Attachment B). This report must balance any discrepancies and will be documented in a memo to the Associate Warden Business Service and Associate Warden Central Services explaining the circumstances.
 - f. Accounting and Visiting staff will sign the report. Additionally, the IWF Photo Project Photo Paper Reconciliation (Attachment C) will be completed and signed by the Accounting Office and Visiting Room staff upon issue of photo paper.
2. Cameras, Printers, Tripods and Memory Sticks:
- a. The Senior Accounting Officer will be responsible for purchasing cameras, tripods, printers, and memory sticks for the IWF Photo Project.
 - b. Equipment will be received by the PCM II who will stock the received equipment and coordinate with the Property Controller to have the equipment recorded and identified with a property tag. All equipment will be delivered to the Accounting Office for storage and inventory. All cameras, printers, and tripods will be inventoried and logged on the Camera, Printer, and Tripod Inventory (Attachment F) when new stock is received, replaced or surveyed. The Senior Accounting Officer will be responsible for coordinating any necessary repair or replacement of equipment.
 - c. The Senior Accounting Officer will issue photo project equipment to the Visiting Sergeant or designee as needed. Upon issue of equipment, the Senior Accounting Officer and Visiting Room staff will sign the Camera Equipment Issue Log (Attachment G). The Visiting Sergeant will ensure that all equipment is secured in the Visiting Room Office when not in use.
3. Photo Ducats:
- a. The PCM II will be responsible for ordering and maintaining an adequate supply of inmate photo ducats.
 - b. Photo ducats will adhere to the following specifications:
 1. Embossed letters, "San Quentin Photo Ticket"
 2. Sequentially numbered by Serial Number.
 3. Printed on white, heavy weight paper.
 4. 4 inches long by 2.5 inches wide
 5. Must state the following:
"Good for one (1) photo, Nontransferable, Nonrefundable."

- c. The PCM II will record an inventory and sale of ducats by canteens (i.e., Main, and H-Unit) and submit to Accounting a Monthly Canteen Photo Ducat Sales and Inventory Reconciliation Form (Attachment A).
- d. The monthly balance, any discrepancies will be documented in a memo to the Associate Warden Business Service and Associate Warden Central Services explaining the circumstances.
- e. The Senior Accounting Officer will be responsible for maintaining and reconciliation of the photo token machine.

4. Sale of Inmate Photo Ducats:

Photo ducats will only be sold through the Canteen to the inmates at the current statewide pricing as set by the Inmate Welfare Fund. Each ducat will be good for one (1) picture only.

B. Photographers and Supervisors

1. Correctional staff shall directly supervise the inmate photographers. It is the supervisor's responsibility to ensure photographers are knowledgeable in camera operations. Inmate photographers shall be carefully screened to ensure general knowledge of photo taking and camera operations. Correctional staff will ensure that photographers are fully aware of the policies and procedures for taking authorized photos and acceptable retakes.
2. The inmate photographer taking photos in the visiting area of each facility will sign a trust withdrawal that will be left blank in the "amount" space. This slip will be used in the event the photographer is found to have willfully and purposely damaged and/or broken camera equipment. This will also be used if it is found the inmate photographer has lost or cannot account for photo paper issued to him. The inmate will be held responsible for the cost of replacement(s) or repair(s).

NO INMATE SHALL POSSESS THE CAMERA WITHOUT THE WITHDRAWAL SLIP BEING SIGNED AND ON FILE WITH THE SUPERVISOR.

3. When the Correctional Officer in charge of the inmate photographer issues the photo equipment and paper to the inmate, the officer shall record on the Inmate Inventory and Reconciliation Report (Attachment D), the facility, time period, camera, tripod, and printer numbers along with a count of photo paper pages issued to the inmate.
4. The Correctional Officer in charge of the inmate photographer is the only staff member authorized to approve a photo retake or photo reprint. The inmate photographer must present the camera to the officer to review the camera setting and/or check the printer performance before a retake or reprint is made. If the officer believes the photo to be "bad" due to equipment or operator error, the officer will legibly print and then sign their name, the date, and the reason for the retake or reprint directly on the print and keep that print for accountability. The inmate may then retake the photo or the officer will reprint the photo without receipt of another photo ducat from the visiting inmate. The original photo(s) deemed "bad" shall be accounted for on the Inmate Inventory and Photo Reconciliation Report (Attachment D).

5. Under no circumstances shall the inmate photographer be allowed to approve retakes. If a retake is performed without the proper approval, the inmate photographer will sign a Trust Withdrawal(s) for the amount of the non-authorized retake(s).
6. Upon completion of the photographer's shift, the officer shall retrieve the camera, photo paper, redeemed photo ducats, and any "bad" photos. The correctional officer will inspect the photo equipment and complete the returned section of the Inmate Inventory and Reconciliation Report. If there is any discrepancy, the officer will immediately research for accountability and take the appropriate action; theft memo, signed Trust Withdrawal Order. The officer will document the incident and steps taken in a memo to the Associate Warden Business Services and Associate Warden Central Services. The officer will verify that all memory is deleted from the memory stick.
7. Visitors may purchase photo tokens from the East Gate Processing Center vending machines. Staff will account for the tokens as if the token was a photo ducat.

C. Authorized Photos

1. All inmate photographs will be taken under the direct observation of the Visiting Correctional staff in the designated area of the Visiting Room.
2. Each inmate desiring a picture will give the inmate photographer a photo ducat or photo token prior to the taking of the picture. The photographer will turn in all photo ducats and tokens to the supervising Correctional Officer. The Correction Officer will initial and date on both sides of the ducat with a black felt tip marking pen. The used ducats and tokens will be secured at the East Gate Visitor processing area. Once completed, the photographer may take the picture.
3. Photographers will be given specific instruction on acceptable conditions for taking pictures. The following rules are to be strictly enforced with regard to taking photos:
 - a. Photos may only be taken in the area where staff has designated as a photo shoot area.
 - b. Only the inmate and his visitor(s) may be in the photo.
 - c. The inmate and visitor shall not have excessive contact while being photographed.
 - d. No "gang" associated signs or clothing will be allowed.
 - e. Photos will be in good taste and respectable.
4. The inmate photographer will take two (2) pictures for each photo ducat received. The inmate and or his family member(s) will then be allowed to review and chose the acceptable photograph(s) for printing. The inmate is not to delete any photographs. The inmate photographer will deliver the camera to the Correctional Officer for review, approval and printing.
5. Once prints have been made, the Correctional Officer will ensure all photos are deleted from the camera before returning the camera to the inmate photographer for further use.

6. General Population and Condemned Grade A, inmates who do not have a visit are authorized to participate in the inmate photo project. All inmates who participate in the photo program must have a photo ducat in their possession and be dressed in appropriate Visiting Room attire (state issue clothing only).

The Condemned Grade A inmate photo program is coordinated through the unit staff. East Block inmates will be escorted by unit staff to the Main Visiting non-contact visiting area on Mondays. North Segregation inmates will be escorted to the Main Visiting non-contact visiting area on Tuesdays. The photo will be taken in the Law Library area by visiting staff. A maximum of two (2) Condemned inmates may participate for the day. The printed photo will be sent via escorting staff to the appropriate unit by the close of shift.

General Population Mainline inmates who participate in the photo program will communicate with the unit desk officer. All inmates who participate in the photo program must be issued a ducat/pass by the unit desk officer. On Saturday and Sundays at 0730 hours upon checking in with the Four Post Officer, the inmates may proceed to the Main Visiting room to have their picture taken. A maximum of five (5) inmates may participate for the day.

The Mainline Visiting Room will not open for business until the five (5) inmate have exited the visiting room.

D. Acceptable Reason(s) for a Photo Retake:

1. Blurred photos due to camera or printer problems.
2. Subjects in the photo are unrecognizable due to camera or printer problems.
3. Once the subject(s) of the photograph have reviewed and approved the picture, and the correctional officer has reviewed and printed the photo, there are no acceptable reasons for reprints other than malfunction of the camera or the printer.

E. Photo Possession

Photos taken within the guidelines of this operational procedure may be retained by the visitors or by the inmates. Inmates will be allowed to take photos to their housing unit. Photos that violate visiting rules will be confiscated as contraband.

VI. THEFT REPORTING:

Thefts and/or misappropriations will be immediately reported to the respective manager and department head. Documentation of the theft/misappropriations will include; the sequence of events, the internal controls that were broken, the means of discovery, corrective action taken, actual or estimated dollar amount, and action being taken or considered.

VII. USE OF IWF PHOTO PAPER

Under no circumstances will IWF photo paper or equipment be used for any other purposes other than the inmate photo process. Any misuse, loss or theft of IWF photo paper, cameras, printers, etc. may be cause for disciplinary action.

VIII. RESOURCE SUPPLEMENT

- A. Attachment A: Canteen Monthly Photo Ducat Sales and Inventory
- B. Attachment B: Visiting Room Photo Paper Reconciliation
- C. Attachment C: Photo Paper Issuance and Reconciliation
- D. Attachment D: Inmate Inventory and Reconciliation Report
- E. Attachment E: Fy Ending Photo Paper Reconciliation
- F. Attachment F: Camera, Printer and Tripod, Inventory Log
- G. Attachment G: Camera Equipment Issue Log
- H. Attachment H: Photo Paper Stock Received Log



KEVIN R. CHAPPELL
Warden

10/20/14

Date Signed