

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION



VISITING DEPARTMENT GUIDELINES

**DAVE DAVEY, WARDEN
CALIFORNIA STATE PRISON
CORCORAN**

(Rev. 1/16)

CSP-CORCORAN

GENERAL VISITING POLICY GUIDELINES

The California Department of Corrections and Rehabilitation (CDCR) encourage inmates to develop and maintain healthy family and community relationships. It is a privilege for inmates to have personal visits while confined in CDCR Institutions. Visiting in CDCR Institutions shall be conducted in an accommodating manner in accordance with the rules and regulations required to maintain order, safety of persons, security of the institution and the requirements of prison activities and operations.

Current information regarding visiting status at CSP-Corcoran (CSPC) is available by calling the Visitor Information Hotline at **800-374-8474** or Friends Outside at **559-992-4499**.

VISITING DAYS/HOURS

Friday

No Friday visiting until further notice.

Saturday & Sunday

LEVEL I, 3A, 3B, & 3C FACILITIES:	8:00 a.m. to 2:30 p.m.
4A & 4B FACILITIES (SHU):	8:30 a.m. to 2:30 p.m.
PHU:	8:00 a.m. to 2:30 p.m.

Holiday Schedule

LEVEL I, 3A, 3B, & 3C FACILITIES:	8:00 a.m. to 2:30 p.m.
4A & 4B FACILITIES (SHU):	8:30 a.m. to 2:30 p.m.
PHU:	8:30 a.m. to 2:30 p.m.

Recognized Holidays: New Year's Day, Independence Day, Thanksgiving Day and Christmas Day

Note: Processing of visitors will stop one hour prior to the end of visiting hours. Visitors of "Close Custody" inmates will be processed but may experience a delay due to institutional count.

Inmates are not allowed to visit during their assigned work hours except as specified in CCR Title 15, Section, 3045.2.

NON-CONTACT APPOINTMENTS

Inmates housed in Administrative Segregation (ASU) or 4A & 4B Security Housing Units (SHU) are **only allowed non-contact visits**. Visitors must arrive thirty (30) minutes prior to their scheduled appointment. ASU and SHU, visits are one (1) hour in duration. No more than three (3) visitors per inmate, including children. Inmates are only allowed to attend one (1) appointment per visiting day.

APPOINTMENTS BY E-MAIL

Visitors may also make appointments by emailing their request to visiting at **CORVISITING@CDCR.CA.GOV** starting at **6:00 a.m.**, Monday morning and ending at **11:00 a.m.** then again at **6:00 p.m. to 8:00 p.m.** the same day. (**Requests will be addressed in the order in which they are received**). The email **must** contain the following information; Visitors Name, Visitors Driver's License / I.D. number, Inmates Name, CDCR Number, Inmates Housing (if known), the date and approximate/anytime of the visit being requested and the visitor's phone number. The approved visitor making the appointment must be present at the time of the visit. You may not make an appointment for another visitor by e-mail.

(Sample email)

Visit: Jane Doe driver's license number A1234567

Phone: # 333-444-5555

Inmate: Smith CDCR # B12345

Housing: 4B1R-23L

Appointment Date: January 02nd and 3rd."

Time: within the hours of 10:00 AM to 1200 PM or the earliest or latest available time)

If you do not provide the information listed above, staff will not be able to make an appointment for you and you will not receive a response.

Visitors will be notified by email confirming their actual appointment time. There will be four appointments available in the (SHU) for email appointments per **half hour** starting at **8:30 a.m.** and ending at **1:30 p.m.** and one for (ASU1) per hour, starting at **8:30 a.m. to 1:30 p.m.** There will be three appointments available by e-mail per day for 3A04 the rest will be for call in appointments.

Emails received prior to or after the allotted times will not be considered and will not receive a response. Only visitors who are successful in acquiring their desired appointments shall receive a response on Tuesday no later than Wednesday of the same week the request was made. Visitors will be limited to scheduling one visit per visiting day no more than two weeks in advance. Two visiting appointments per phone call, in person sign up or email. Visiting staff will schedule an appointment for visitors based on date and time availability. If you are unsuccessful in your attempt to make an appointment by e-mail your e-mail will be deleted and attempts to acquire a cancelled appointment need to be made by call-in or in person walk-in on visiting days.

APPOINTMENTS BY PHONE

Appointments for processing into the Security Housing Unit (SHU) or Administrative Segregation (ASU) can be scheduled by calling **(559) 992-9444** between **10:00 a.m. and 2:00 p.m.** on **Wednesday and Friday; excluding holidays.** General Population visitors will be processed on a first come, first serve basis. Appointments can also be scheduled in person while in the Visitor Processing Center on the way into the visiting room during normal visiting hours. Appointments can be made up to **two weeks** in advance (**may schedule two (2) appointments at a time**). When making an appointment make sure you give a phone number where you can be reached at when traveling (cell phone) if there is a need to cancel your appointment you will be notified at the number you gave when making your appointment. The approved visitor making the appointment must be present at the time of the visit. You shall not make an appointment for another visitor by phone.

VISITING POLICY FOR THE CORRECTIONAL TREATMENT CENTER

Short-term inmate/patients housed in the Correctional Treatment Center (CTC) are not eligible for visits. **Terminally ill and long-term inmate/patients** are allowed visits by appointment only. Visiting inside the (CTC) will only occur on **Saturday** or **Sunday** between **9:00 a.m.** and **2:30 p.m.** The Chief Medical Officer or the Physician on duty has the authority to approve or deny visiting for inmates housed in departmental hospital facilities. This type of visiting is restricted to the inmate's immediate family members. **Appointments must be scheduled at least two weeks in advance and are limited to three (3) visitors.** Appointments can be made by calling the Hospital Social Worker at **(559) 992-8800 ext. 7974** between **8:00 a.m.** to **5:00 p.m., Monday** thru **Thursday**.

BEFORE ENTERING THE INSTITUTION YOU SHOULD KNOW

- No chemical agents, (i.e., mace, pepper spray, etc.) are allowed. No weapons, firearm, ammunition, knives or explosive devices. No alcohol or controlled substance, cameras and/or recording devices are permitted on institution grounds. Visitors not in compliance will be subject to criminal prosecution. Visitors entering CDCR institutions are subject to a search of their person, vehicle and property to the degree necessary to ensure institution security.
- Visitors are not allowed on the institution grounds prior to 8:00 a.m.
- Visitors shall drive on institution grounds to the Visitor Parking Area only.
- Visitors are not allowed to wait in their vehicle for any reason.
- Visitors shall wait in the Visitor Processing Center.
- Those who are not visiting shall wait in the Friends Outside Trailer.
- Visitors are not allowed to enter any other buildings without prior approval.
- No cellular phones/pagers/electronic devices, these items **must be stored in your locked vehicle.**
- Handicapped parking spaces are available adjacent to the Level III Visitor Processing Center.
- Children must be under direct adult supervision at all times.
- **Violations of these rules may result in suspension/revocation of visiting privileges.**

APPLICATION FOR VISITING

Inmates must forward a CDCR Form 106 Visiting Application to their prospective visitor(s). The inmate will place their name and CDCR number on the form prior to mailing it to the intended visitor. All visiting applications go through a review process. This process includes an inquiry into history of arrests, detainments and convictions. Designated staff may decide to either approve or disapprove the visitor's application. **The prospective visitor will mail the completed visiting form to the Visiting Department:**

California State Prison-Corcoran
Visiting Processing Center
P. O. Box 8800
Corcoran, CA 93212

Visiting Application Forms received directly from an inmate will be disapproved. Omissions or falsifications of any required information on the Visiting Application Form may result in the denial of visiting privileges. The application process is normally completed within thirty (30) days. Department of Justice (DOJ) criminal history reports that are only available through the mail may require additional processing time. Once the Institution approves the visiting application, the inmate is responsible for notifying the applicant(s) and mailing a copy of these visiting rules to their visitors.

If an application is disapproved, the applicant will be provided the general reason for disapproval via the CDCR SOMS IVTT100 form. Information regarding submission of future applications and the method to appeal disapprovals will also be provided to the applicant. This information will not be given over the telephone.

VISITOR PROCESSING

Processing begins by presenting proof of identification to the Visiting Processing Officer. Acceptable forms of identification include:

- * Valid Driver's License with picture.
- * Valid Department of Motor Vehicles Identification Card with picture.
- * Valid Passport with picture and I-94 Stamp
- * Armed Forces Identification Card with picture.
- * Identification cards issued by the United States Department of Justice or US Immigration and Naturalization Services with photo I.D.
- * **Lack of proper identification will be cause for denial of visit.**

All visitors are required to remove their jacket, jewelry, belt and shoes for inspection. This also includes any items contained in the visitor's pockets. After all personal belongings have been inspected visitors will be processed through a walk-through style metal detector.

Visitors with medically implanted metal devices must provide a letter from their doctor on the Physician's letterhead detailing the nature of the implantation and its location. In such cases, or where a visitor has medical documentation of confinement to a wheelchair, a clothed body pat down style search will be conducted.

ALL VISITORS WITH MINOR CHILDREN

Parent/Legal Guardian: If you are the birth parent or legal guardian, you must bring the original certified copy of the birth certificate(s) or a county embossed abstract of birth each time the minor visits. Guardians are additionally required to bring court documentation regarding guardianship. Court documentation of verified legal guardianship must accompany the permission statement. If authorization is from someone other than the birth parent, a notarized written consent with a **notary public seal stamped directly on the statement** shall be presented each time the minor visits. All notarized statements must be updated each calendar year. The minor consent visitation form may be obtained on the CDCR website **cdcr.ca.gov** or at the visiting processing center.

- 1) The name of the minor.
- 2) Person authorized to escort the minor to the institution.
- 3) The name and CDCR number of the inmate the minor is authorized to visit.
- 4) The date(s) the minor may visit.

Note: Visiting with minor children shall be prohibited with an inmate sentenced to prison for violating Penal Code Section 261, 254.1, 266c, 285, 286, 288a, 288.5 or 289; unless specifically authorized by the Juvenile Court.

STANDARDS OF DRESS FOR INMATE VISITORS

- To maintain an environment appropriate for people of all ages, visitors shall be dressed modestly according to these standards and shall remain fully clothed at all times in the visiting room. All buttons and zippers will remain fastened. A Visiting Supervisor's determination that any item of clothing is inappropriate will result in the visitor having to change to appropriate clothing, prior to the visit.
- Appropriate attire includes undergarments, a dress or blouse/shirt with skirt/pants or shorts and shoes or sandals.
- Female visitors (excluding pre-pubescent females) must wear a brassiere. For security reasons, **no brassiere will have metal underwire**. Undergarments/slips shall be worn beneath translucent clothing, under all circumstances, however, the clothing will not be allowed if visiting staff determine the clothing is see through.

THE FOLLOWING ITEMS/ATTIRE ARE PROHIBITED

1. Clothing that resembles law enforcement or military-type clothing (forest green or camouflage-patterned, tan/khaki shirts), including rain gear; with the exception of Active Military personnel or Reserve Armed Forces with a valid military ID.
2. Blue denim, blue chambray shirts and predominantly orange, no plain white t-shirts, no plain gray t-shirts, no plain gray sweat shirts or plain sweat pants.
3. Clothing that by design or by the manner in which it is worn allows for any body parts to be clearly viewed (e.g. Spandex, Lycra) or tight fitting clothing.
4. No hats, wigs, hair pieces, extensions, or other headpieces except for medical reasons and with prior approval.
5. No lip, eyebrow, tongue, nipple, nose or bellybutton jewelry is allowed.
6. No shower shoes.
7. No scarves.
8. No black and white converse or canvas shoes of any size.
9. White dresses or white colored top and bottom garments when worn together.
10. Red dresses or red colored top and bottom garments when worn together.
11. No black boots (that resemble uniform boots).
12. Dresses, skirts, pants and shorts exposing more than two (2) inches above the knee, including slits when standing.
13. Strapless or spaghetti strap tops.
14. Clothing exposing the midriff area
15. Clothing or accessories displaying obscene or offensive language or drawings.
16. Sheer or transparent garments.

THE FOLLOWING ITEMS ARE PERMITTED IN CONTACT VISITING AREAS

1. Valid picture identification card.
2. Facilities Level 1, 3A, 3B, 3C and PHU: Fifty dollars (\$50.00) per adult visitor. Twenty dollars (\$20.00) per child (Coin or one dollar bills only).
3. One (1) comb or hairbrush (non-metallic, no pointed ends and no detachable parts).
4. One (1) handkerchief or a small unopened package of tissues. No bandanas.
5. Two (2) car keys on a single ring or one key and one alarm controls (no attachments:, tags, etc.).
6. Ten (10) loose photographs (no false backs, no instant photographs, maximum size (5"X7") no gang related, alcohol/drug or sexually explicit depictions).
7. Documents: ten (10) sheets of documents are permitted per visitor. Examples are: legal papers, tax returns, real estate documents, report cards and school work. **Documents are for viewing/signature purposes only. The visiting supervisor must be notified prior to requesting the inmate's signature for any documents.** The documents will be logged on the reverse side of the CDCR SOMS IVTT130 Visitor Pass.

8. One (1) transparent coin purse (maximum size 5" X 8").
9. One (1) pair of prescription glasses (reading, driving or sunglasses). No carrying cases are allowed. Non-prescription sunglasses are not allowed unless the visitor provides written documentation detailing the need from their Optometrist.
10. Six (4) feminine napkins or tampons (subject to search).
11. Indian Medicine Bag (Upon inspection and approval)

Visitors may retain only life-sustaining, condition stabilizing medication with the prescribing physician's written statement of immediate need and the amount immediately required to sustain or stabilize the condition during the visit.

The physician's written statement shall include the physician's medical license number, address and phone number. The medication shall be in its original pharmacy container, with the patient's name, pharmacy, name of medication, dosage and the physician's name on the label.

THE FOLLOWING JEWELRY ITEMS ARE PERMITTED

- One wedding ring or band (wedding sets are considered one ring).
- One pair of earrings.
- One bracelet
- One watch.
- One necklace or religious metal with chain.
- One belt.
- All jewelry will be logged on the reverse side of the CDCR SOMS IVTT130 Visitor Pass.

THE FOLLOWING BABY ITEMS ARE PERMITTED

- Two (2) bottles of (transparent plastic) milk, juice, water, and/or premixed formula.
- Six (6) disposable diapers per child.
- Three (3) plastic jars of factory sealed baby food and one (1) plastic infant spoon.
- One (1) change of clothing.
- One (1) baby blanket (Single layer) (non-quilted).
- One (1) transparent pacifier.
- One (1) diaper bag (transparent) made of a single layer material.
- One (1) baby carrier.
- One (1) burping cloth. (Single layer).
- One (1) factory sealed pack of baby wipes.

PERMITTED ITEMS FOR NON-CONTACT VISITING AREAS

The same items which are permitted for contact visits are allowed for non-contact visits with the exception of SHU and ASU, there is no money allowed in these areas as there are no vending machines in the visiting room and the visits are normally one (1) hour in duration.

DIRECTIONS AND BASIC RULES OF CONDUCT

- After each visitor has successfully passed through the metal detector, they will proceed to the visiting room area and give their pass and identification to the Visiting Room Officer, who will notify the inmate of his visit. Calls will be made every 15 minutes for inmates who have not responded to the initial call.
- When entering the visiting rooms, the visitor will sit a minimum of ninety-degrees from the inmate they are visiting. Failure to follow this procedure will be grounds for the immediate termination of the visit. Visiting staff will designate the tables for the visitors.

- Inmates and visitors shall comply with all laws, regulations and institutional procedures. Violations may result in denial, termination, suspension or restriction of visiting.
- Accompanying adults shall ensure that minors are under constant control and supervision.
- At the beginning and end of each visit, inmates and their visitors may embrace and/or kiss, not to exceed five (5) seconds.
- Inmates and their visitors may hold hands in plain view on top of the table.
- Inmates and visitors may put one arm around the other for photographs but, all hands must be visible in the photograph (may be placed around waist or shoulder).
- No other bodily contact is permitted.
- During personal contact visits the inmate and visitor may pass, exchange, examine or consume any item of property or food which is allowed in the visiting area. The only exception is for those items that are deemed to be contraband when in possession of an inmate. Neither party may retain or take anything from the visiting area which the other party was permitted to bring into or purchase in the visiting area, except legal documents as provided in the CCR Title 15, Section 3178, (Attorney Visitation and Consultation).
- Inmates **may not** handle money during their visit.
- Cursing or disrespectful behavior toward staff or other visitors will not be tolerated.
- Inmates may not hold children seven years of age or older on their lap.
- No food or drinks may be taken from the visiting room.
- Visitors with children are responsible for escorting them to and from the restroom.
- Inmates are responsible for cleaning their respective visiting area at the end of their visit.

If a visitor/inmate is instructed to leave the visiting room for any reason, they are to do so immediately. Any questions or concerns a visitor may have can be addressed with either the visiting Sergeant or Lieutenant at the Visitor Processing Center prior to leaving. Inmates can mail a Request for Interview to the Visiting Department. **A refusal on the part of either the inmate or visitor to comply with the instructions of any visiting staff is grounds for termination and/or suspension of visiting privileges.**

Visitors and/or inmates engaged in sexual conduct while on institutional grounds shall be charged under California Penal Code sections 311.6, 314, and 647.

INMATE PROCESSING

Inmate clothing requirements for visiting areas are as follows:

- One set of state issued clothing
- State issued shoes only
- White T-shirt (state issued)
- Shoes and Boxers (state issued), (no shower shoes or slippers)

Inmates may possess the following items when allowed on their facility:

- One (1) handkerchief (white only)
- One(1) comb
- One(1) traditional wedding band
- One(1) necklace with religious medallion
- Prescription glasses (no sunglasses)

If you have any additional questions please call the CSP-Corcoran Visiting Center at (559) 992-8800, extension 5700.

The California Department of Corrections and Rehabilitation has announced the permanent adoption of amendments to the California Code of Regulations, (CCR) Title 15, Section 3170 through 3179, (Visiting). This information is available on the internet at www.cdcr.ca.gov.

D. DAVEY
WARDEN (A)
CSP-CORCORAN