

San Quentin State Prison

Adjustment Center

Condemned Inmate

Ad-Seg Inmate

Orientation Handbook

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Overview

San Quentin's Adjustment Center is a High Security housing unit. The AC is designed to separate designated inmates from the General Population and to protect the integrity of the safety and security of the institution, staff and inmates.

All rules and regulations will be strictly enforced. Inmates will adhere to all commands and direction given to them by any staff member. Staff will use the necessary force in accordance with the Department of Corrections and Rehabilitation's regulations to ensure the safety and welfare of inmates, staff and the unit.

NO WARNING SHOTS ARE FIRED IN THIS UNIT AND OR ON THE EXERCISE YARDS

Inmate Classifications

Newly arriving Condemned inmates are classified as Grade "B" pending their Initial Classification Review with the Initial Classification Committee (ICC). The Adjustment Center's Correctional Counselor II will interview all new Condemned inmates upon their arrival or as soon as practical. A qualified physician and psychologist will conduct complete medical and psychological evaluations as soon as possible. Initial Classification will take place in accordance with the Condemned Manual, OP 608 Section 301.

As a newly Condemned inmate, you can expect to remain in the Adjustment Center as a Grade "B" inmate until your initial ICC has occurred for observation. New Condemned inmates will be assigned to the Small Management Yard (SMY) upon arrival. ICC will determine yard placement during initial ICC. You will typically appear before ICC within 14 days after arrival in the Adjustment Center for your initial ICC review. During this review, your housing and program needs will be evaluated and you will be assigned to either Grade "A" or continued on Grade "B" status. This decision will be based upon your individual case factors and your in-custody (county jail and the Adjustment Center) behavior. Condemned inmates who are retained on Grade "B" status will be re-evaluated every 90 days to determine appropriate housing and program needs.

Condemned inmates that are re-housed in the Adjustment Center, from other Condemned housing units (i.e. North Segregation or East Block) due to disciplinary reasons, will be seen by ICC within 10 days of their placement in the Adjustment Center. Inmates with pending Rule Violation Reports (RVR) will remain on Grade "B" status pending adjudication of their RVR(s). Once the RVR has been adjudicated, you will be seen by ICC again to determine your appropriate housing and program needs. Condemned inmates who are retained on Grade "B" status will be re-evaluated every 90 days to determine appropriate housing and program needs.

General Population and or Reception Center inmates who are placed in the AC are classified as Administrative Segregation (ASU/Ad-Seg) inmates. ASU Institutional

Classification Committee (ICC) will evaluate Administrative Segregation inmates within 10 working days of their original placement in an Administrative Segregation Unit (ASU). If an Ad-Seg inmate is transferred to the AC from another ASU, he will only be seen by ASU ICC if his reason for placement in ASU has changed. ASU ICC will evaluate case factors, custodial needs, Psychiatric and/or medical issues to determine an appropriate program for the inmate. The ICC evaluations of all Ad-Seg inmates will occur in intervals of 30 to 180 days dependant on each inmate's individual case factors.

Both Condemned and Ad-Seg inmates will be notified of their scheduled ICC hearing with a CDCR 128-B at least 72 hours prior to committee.

Daily Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0630 Feeding	0630 Feeding	0630 Feeding	0630 Feeding	0630 Feeding	0630 Feeding	0630 Feeding
0630 RN Meds	0630 RN Meds	0630 RN Meds	0630 RN Meds	0630 RN Meds	0630 RN Meds	0630 RN Meds
0700 Showers	0700 Showers	No Showers	0700 Showers	0700 Showers	0700 Showers	0700 Showers
0730 Yard	0730 Yard	No Yard	0730 Yards	0730 Yard	0730 Yard	0730 Yard
			Haircuts			
Legal Visits	Legal Visits	Legal Visits	Legal Visits			
			Non-Contact Visits		Non-Contact Visits	Non-Contact Visits
		ICC UCC IDTT				
1130 Yard Recall	1130 Yard Recall		1130 Yard Recall	1130 Yard Recall	1130 Yard Recall	1130 Yard Recall
1430 SHU Law Library		1430 SHU Law Library		1430 SHU Law Library		
1545 Mail Delivery	1545 Mail Delivery	1545 Mail Delivery	1545 Mail Delivery	1545 Mail Delivery		
1600 Standing Count	1600 Standing Count	1600 Standing Count	1600 Standing Count	1600 Standing Count	1600 Standing Count	1600 Standing Count
1630 SHU Law Recall		1630 SHU Law Recall		1630 SHU Law Recall		
1700 Meds	1700 Meds	1700 Meds	1700 Meds	1700 Meds	1700 Meds	1700 Meds
1730 Feeding	1730 Feeding	1730 Feeding	1730 Feeding	1730 Feeding	1730 Feeding	1730 Feeding
Laundry Pick-Up*			Laundry Return*			Bi-weekly Supplies
2100 Mail Pick-Up	2100 Mail Pick-Up	2100 Mail Pick-Up	2100 Mail Pick-Up			2100 Mail Pick-Up

*All times listed above are approximate.

Attachment A – AC Orientation Handbook

OP 608

The daily routines of the Adjustment Center's activities conform as closely as possible to the following schedule. Time and events may be adjusted to meet unexpected conditions or events.

Meals

Each inmate shall be provided a wholesome, nutritionally balanced diet. Nutrition levels shall meet the Recommended Daily Allowances (RDA) established by the Food and Nutrition Board of the National Research Council.

- a. Condemned inmates shall be served food representative of that being served to the General Population inmates.
- b. Inmates shall be provided three (3) meals each day, two (2) of which shall be served hot. The breakfast meal shall be served no more than 14 hours following the previous day's evening meal.
- c. Facility menus shall be prepared at least one (1) week in advance and posted in locations accessible to inmates.

Per Condemned Manual, OP 608 Section 411, no pork or pork derivatives are to be served in any CDCR institution.

Special Religious Foods

(Special Foods for Religious Events) Authorized inmate religious groups may be permitted no more than two (2) events each year where special foods with religious significance are provided to them by the facility in place of the regularly planned meal. The value of such meal for a religious event shall not exceed that of the meal replaced. The religious group's request for special foods shall be directed to the Warden at least four (4) weeks before the event and shall include the proposed menu and number of persons to be served.

(Special Religious Dietary Needs) San Quentin shall make reasonable efforts, as required by law, to accommodate those inmates who have been verified to require special religious diets.

1. Any inmate who claims to require a special religious diet shall be responsible for informing their facility's Chaplain or religious representative of their faith. The Chaplain or religious representative shall:
 - A. Verify the inmate's special religious dietary needs by contacting the religious organization to which the inmate claims to be an observant member.

- B. Maintain and provide the Food Manager with a list of those inmates who have been verified to require special religious diets and what the special religious diets consist of for those inmates. Once the Chaplain verifies the inmate's claim the Chaplain will notify food service and the inmate will receive their religious food within one (1) week. Inmates are not allowed to receive their religious food and the unit food simultaneously. If the inmate does continue to get the standard unit food he may be removed from the list of special religious dietary for at least three (3) months.
 - C. In order for an inmate to be removed from a special religious dietary list, he must contact his facility's Chaplain or religious representative.
2. Any religious organization may contract with the Department to provide their inmate members with religious diets provided that such a contract shall not result in any additional costs to the Department.

Inmates with special religious dietary needs that prohibit them from consuming an item(s) from the daily scheduled meal may be accommodated by being provided another item(s) from that same days' scheduled meal that is consistent with their dietary need.

Meal Procedure

When meals are served all Adjustment Center inmates will do the following:

- a. Will turn on your interior light
- b. Take down any unauthorized material from your cell door and windows. If you fail to do so, this may constitute a refusal of service. This will be documented on a CDCR 128-A and CDCR 114-A.

It will be your responsibility to inform staff if you require any special dietary needs, i.e. diabetic, kosher, etc.

Shortly after the completion of distributing the food trays, the tier officers will then retrieve the food trays and any garbage an inmate may have. Hoarding of food is not authorized and extra food is considered contraband. Staff will not trade or replace food for any inmate. Food will not be passed.

Shower Schedule

Adjustment Center inmates will be provided three (3) showers per week. Inmates will be escorted to and from the shower wearing only boxer shorts (1 pair), T-shirt, and one (1) pair of shower shoes to the shower. All other approved items must be hand-carried to and from the shower.

The following items are authorized for use in the shower:

1. Shampoo
2. Conditioner
3. Soap
4. Hand Towel
5. Shower Shoes (1 Pair)
6. Boxers (1 Pair)
7. T-Shirt

To ensure all inmates on your assigned tier receive showers, there is a ten (10) minute shower time limit. Those who impede and/or delay the shower time may receive disciplinary action.

Personal Cleanliness

The institution will provide the means for all inmates to keep themselves and their living quarters clean and to practice good health habits.

Inmates must keep themselves clean, and practice good health habits essential to the maintenance of physical and mental well-being.

Inmate Grooming Standards:

1. An inmate's hair shall be clean, neatly styled, and groomed, as specified in these regulations, when he is away from the immediate area of his living quarters.
2. An inmate's hair shall have no lettering, numbering, or designs of any kind-including: no cut, shaven, dyed, painted or any other way placed in the hair or on the scalp of the inmate.
3. An inmate shall not alter the appearance of his hair by changing its natural color.
4. An inmate shall not possess a wig or hairpiece unless deemed medically necessary by the Chief Medical Officer (CMO) and authorized in writing by the appropriate institutions Division Regional Administrator.
5. An inmate's fingernails shall not extend more than ¼ inch beyond the tips of the fingers. Nails shall be neat and clean.
6. An inmate may not pierce any part of his body for the purpose of wearing an earring or other jewelry. A male inmate may not possess or wear earrings.
7. An inmate who fails to comply with these grooming standards may be deemed a program failure subject to progressive discipline and classification committee review for appropriate housing and program placement. Physical force shall not be used to enforce compliance with these regulations, except as permitted by existing law or with a court order.

Inmates shall not tattoo themselves or others, and shall not permit tattoos to be placed on their own body. Inmates shall not remove or permit removal of tattoos from themselves or others.

Inmates must keep their quarters and surroundings neat, clean and sanitary. Inmates may not alter their quarters or equipment without specific authorization to do so.

Counts

Unit staff will count all inmates in the Adjustment Center at various times throughout the day and on all three (3) watches. The 1600 (4PM) Standing Count is a mandatory standing count. All inmates are required to stand beside their assigned beds to be counted. Failure to comply will result in possible disciplinary action being taken against them. There will be no cell covering within the Adjustment Center.

Responsibility for Counts

Inmates must be present at designated times and places for counts, and must present themselves for count in the manner set forth in institutional procedures.

Movement

Prior to any movement of an inmate, each inmate will turn on his interior light. Each inmate will ensure nothing is on the cell's windows. After the aforementioned is completed, the inmate will be subjected to an unclothed body search in their cell. All clothing to be worn will be passed out through the food port to be searched by the escorting officer. Once the search is completed, the inmate will dress in a T-shirt, boxer shorts (1 pair), socks (1 pair), and shower shoes (1 pair). At this time, inmates will submit to an application of restraints pursuant to the following:

A. Application of Restraints:

Handcuffs:

1. After being searched the inmate will be instructed to place both hands out of the food port, knuckles to knuckles, and be placed in hand cuffs. Staff will then double lock the handcuffs.
2. Once cuffed, the inmate will be instructed to pull his hands into the cell and to remain facing to the back of the cell.
3. Staff will then call to the bar box operator for the door to be opened.
4. When the door has been opened, staff will instruct the inmate to back out of the cell.

Modified Handcuff:

1. Modified handcuffs will be worn in conjunction with leg restraints and will be applied the same way as handcuffs.

Leg Restraints:

1. After the process of applying the handcuffs has occurred, the inmate will be instructed to face the rear of the cell and assume a kneeling position.

2. Staff will then call to the bar box operator for the door to be opened.
3. As the door opens, staff will instruct the inmate to back into the threshold of the doorway (while remaining kneeling).
4. Staff will apply the leg restraints and double lock them.
5. The inmate will be instructed to stand. If the inmate needs help staff will assist in this process.

Handcuff Triangle:

1. The handcuffs are to be pre-attached to the triangle prior to entering the tier.
2. After being searched the inmate will be instructed to place both hands out of the food port, knuckles to knuckles, and be placed in hand cuffs. Staff will then double lock the handcuffs.
3. Once cuffed, the inmate will be instructed to pull his hands into the cell and to remain facing to the back of the cell.
4. Staff will then call to the bar box operator for the door to be opened.
5. When the door has been opened, staff will instruct the inmate to back out of the cell.

B. Removal of Restraints:

Handcuffs:

1. Once the inmate is secured in a cell, holding cell or yard, the inmate will be instructed to face the rear of the cell and back up to the cuff port.
2. The inmate will put both hands through the cuff port prior to staff removing the restraints.
3. As the handcuffs are being removed the inmate is to keep both hands out through the cuff port until told by staff to pull them in.

Modified Handcuff:

1. Modified handcuffs will be worn in conjunction with leg restraints and will be removed the same way as handcuffs.

Leg Restraints:

1. The inmate is to kneel on the ground into the threshold of the cell doorway and remain in an upright position.
2. Staff will remove the leg restraints and order the inmate to move forward to allow the cell door to be closed (while remaining kneeling).
3. Once the cell is secured, the inmate will be ordered to stand and extend both of his arms, backwards, out of the food port. Both of his hands are to remain extended until both handcuffs are removed and the handcuffing/contact officer instructs the inmate to step forward from the food port to be secured.

Handcuff Triangle:

1. Once the inmate is secured in a cell, holding cell or yard, the inmate will be instructed to face the rear of the cell and back up to the cuff port.
2. The inmate will put both hands through the cuff port prior to staff removing the restraints.
3. As the handcuffs are being removed the inmate is to keep both hands out through the cuff port until told by staff to pull them in.

All property leaving the Adjustment Center will be placed in the Rapiscan x-ray machine. The same aforementioned procedure will be applied upon your return to the Adjustment Center.

Neatness and Laundry Exchange

Inmates in the Adjustment Center will not be issued laundry bags. Laundry bags will be assigned to AC inmates but will be held by staff for use on laundry days. Each week on Third Watch on Monday, each inmate will place the clothing he wishes to have laundered in the laundry bags: one (1) bag for whites, and one (1) bag for blues. ASU inmates will not be assigned a bag for blues as they are not issued any blue clothing.

Clothing will be laundered and returned to the inmate on Third Watch on Thursday of the same week.

Attire

Adjustment Center inmates may possess clothing allowed in OP 608, primarily state-issued clothing and personal soft shoes. Inmates being escorted to the shower and yard will wear only a T-shirt, 1 pair of boxer shorts, 1 pair of socks, and 1 pair of shower shoes. When attending yard, inmates may bring appropriate dress for inclement weather as outlined in the yard procedures; however, those items will be hand-carried and will be Rapiscan x-rayed prior to being released to yard. Rain gear will be issued to inmates as they leave the building if the weather is inclement.

Alteration of Clothing

Inmates shall not alter or dispose of damaged or worn out personal or state-issued clothing or linen in any manner without specific authority to do so. If the regular issue of clothing or linen does not meet an inmate's special physical/health needs, the Chief Medical Officer (CMO) may authorize a special issue to that inmate based upon a medical necessity. Upon staff verification, a state-issued item which is lost or damaged through no fault of the inmate shall be replaced without charge to the inmate.

An inmate shall not alter personally owned clothing in any manner that would change its characteristics or style from that originally approved by the institution head.

Supplies

Adjustment Center inmates will receive the necessary basic state supplies. Supplies are issued every other Sunday on Third Watch. New inmates will receive these items in a "fish kit". This includes, but is not limited to:

Soap
Tooth Powder
Tooth Brush
Earplugs
Pen Fillers
Cleansing Powder
Comb
Toilet Paper

Adjustment Center inmates who are eligible may obtain other necessary cosmetics and necessities from the Main Canteen and or annual packages (see OP 608, Attachment B Condemned Inmate Allowable Property).

Destruction of State Property

Inmates shall not intentionally destroy, damage, deface, alter or misuse state property. To do so shall result in disciplinary action and the inmate may be charged for the cost of repair or replacement, including materials and labor. Intentional damage to state property, in excess of fifty but less than four hundred dollars may result in criminal prosecution and disciplinary action.

Property

Condemned inmates will be allowed to possess the personal and state-issued property as detailed in the Condemned Manual, OP 608 Attachment B Condemned Inmate Allowable Property. The following property is allowed in cells:

- 1 pair of soft shoes, State or tennis
- 3 State-issued T-shirts
- 3 State-issued boxer shorts
- 3 State-issued blue shirts (Condemned Only)
- 1 State-issued blue jacket (Condemned Only)
- 2 pairs of State-issued blue pants (Condemned Only)
- 1 State-issued white jumpsuit (ASU Only)
- 1 personal sweat shirt
- 1 personal white sweat pants
- 3 pairs of State-issued socks
- 2 State-Issue towels
- 1 pair of shower shoes

1 watch cap

Personal property not permitted will be disposed of in accordance with current departmental procedure.

Prior to relinquishing authorized personal property to the Condemned inmate, it will be searched, put through the Rapiscan, and inventoried by custody staff. Authorized personal property will be issued as soon as practical. Condemned inmates who are on orientation status shall not be cleared for the issuance of personal property until after they have been reviewed by the ICC for their Initial ICC review. The assigned property officer(s) will initiate, maintain, and distribute the necessary property forms.

Yard Programs

The following procedures apply to both AC group exercise yards and the Small Management Yards (SMY):

- a. The "Out of Bounds" area will be strictly enforced. Inmates will not loiter or stand in the "Out of Bounds" areas. Inmates will not touch or hang any items on the fence.
- b. Inmates will stay clear of the sallyport. Inmates going into the "Out of Bounds" area during escorts will be considered an act of aggression.
- c. Inmates will exit the yard in the same order they were placed on the yard. Inmates who refuse to exit the yard when called will delay unit activities, other inmates programs and will be subject to the prescribed disciplinary actions.
- d. Inmates in the Small Management Yards (SMY) will not climb the fence or stand on the cinder block support. Inmates will not kick or hit the fence. Feet will remain off the fence.
- e. Inmates in the SMY will not pass or "fish" items to other inmates. The no-passing policy will be strictly enforced.
- f. Inmates requesting to be removed from the exercise group yards or SMY will forfeit their yard for the day.
- g. No inmate will be allowed access to the yards with their hair in braids, ponytail, or dreadlocks. Any inmate with braids, ponytails, or dreadlocks will be required to unbraid their hair and demonstrate that no contraband is hidden in their hair by running their fingers through their hair and moving their hair. Any inmate refusing to comply with procedures will be denied yard and issued a CDC-128 A explaining this.
- h. Inmates will only wear boxer shorts, a T-shirt, shower shoes, and socks to and from yard.
- i. During unit/yard alarms, all inmates on the group and or SMY will stop all movement. Inmates will assume the prone position on the ground and remain in the prone position until directed by staff to continue normal yard activities.
- j. Only the following items are allowed on the exercise yards. Strict enforcement of this policy will be adhered to. Inmates who attempt to violate this policy will be

returned to their assigned cell and logged as refusing to program for yard activities:

Clothing allowed to the yard for Condemned/ASU inmates:

- 1 pair of Tennis shoes
- 1 pair of shower shoes (State-issued or personal)
- 1 State-issued white T-shirt
- 2 pairs of State-issued boxer shorts
- 1 pair of State-issued blue pants (Condemned Only)
- or-
- 1 pair of grey sweat pants (State-issued or personal)
- 1 white jumpsuit (ASU Only)
- 1 grey sweat shirt
- or-
- 1 State-issued blue jacket
- 2 pairs of white socks (1 pair for ASU Only)
- 1 white State-issued towel
- 1 State-issued watch cap
- 1 religious medallion
- 1 palm comb
- 1 wedding band
- 1 pair of sunglasses or prescription eyeglasses

No athletic T-shirts (sling shots or A-shirts). No personal property unless allotted by a medical chrono (i.e. thermal shirts, wool socks, gloves, or sunscreen/lotion).

This includes clothing worn during escort. Items confiscated will go directly to the AC property officer and a property receipt will be issued. Any item(s) other than what is allowable will be considered contraband and a refusal for yard for the day.

Note: Any Condemned or ASU inmates who violate any of these policies or procedures, as well as any policies outlined in the OP 608, will be subject to disciplinary action. Inmates that are assigned to group yard privileges and violate these policies will result in temporary loss of group yard. The ICC will determine the appropriate disciplinary action for rules violation.

Items Supplied by the Unit or Retained by Staff for Yard

- 1 State-issued rain coat (if applicable to the weather)
- State-issued soap (amount is reflected by the size of the group yard)
- Recreation equipment, i.e. chessboard, handball, etc. (Group Yard Only)
- 1 roll of toilet paper (Group Yard Only)
- Toilet paper as necessary will be issued to SMY

During severe inclement weather, or if the Watch Commander calls a "fog line" or other visibility obstructing environmental condition, the yard will be cancelled for the day.

Visiting-Personal and Legal

AC inmates can receive visits. Visitors must be approved prior to the visits. Visiting request slips can be obtained from the tier officer and/or the visiting room. All AC visits are "non-contact" visits. Non-contact means the visitor and the inmate will be separated from one another. In order to have contact visits, Condemned inmates must have Grade "A" status. All inmates will be escorted to and from their assigned visits by AC staff. Visits are one (1) hour in length. Inmates and their visitors will be given a five-minute notice prior to the end of the scheduled time allotment. Visitors and/or inmates, at their own request, can terminate visits at any time. Visiting staff can terminate visits for inappropriate behavior at any time.

Adjustment Center non-contact visiting days are:

Adjustment Center Grade B (non-contact).

<u>Main Visiting Room</u>	<u>Thursday</u>	
	Thursday	08:00-14:00

<u>Main Visiting Room</u>	<u>Saturday - Sunday</u>	
	Saturday	8:00-14:30
	Sunday	8:00-14:30

By appointment only, visitor must call 7 days in advance to schedule visit.

Attorney Visits Grade A (Contact/Plexiglas booths) Grade B (non-contact).

Main Visiting Room Monday - Thursday
8:00 a.m. - 2:00 p.m.

Attorney visits are made by appointment.

General Visiting

- a. These regulations are made in recognition and consideration of the value of inmate visitation as a means of increasing safety in prisons, maintaining family and community connections. It is the intent of these regulations to establish a visiting process in the institutions/facilities of the department that is conducted in as accommodating a manner as possible, subject to the need to maintain order, the safety of persons, the security of the institution/facility, and required prison activities and operations.

- b. The privacy of inmates and their visitors shall be respected subject to the need to verify the identity of an inmate or visitor; enforce laws, regulations, and procedures; and/or ensure the safety of persons and institution/facility security. Video-recording devices may be utilized in visiting areas, excluding confidential attorney consultation areas.
- c. Visits with inmates may, without prior notification, be terminated, temporarily suspended, or modified in response to an institution/facility emergency as determined by the Warden or designee. Emergency modifications of the visiting schedule shall be posted at the institution/facility as soon as practical and will be included in the automated telephonic visiting information system.
- d. Devices that do not allow physical contact between inmates and visitors shall not normally be used, except as necessary in the following circumstances:
 - 1. Physical contact with a visitor(s), or with other inmates, will seriously endanger the safety of persons or the security of the institution/facility.
 - 2. As a temporary measure for willful failure or refusal to abide by visiting regulations.
- e. Each inmate and visitor is responsible for his or her own conduct during visits. Any violation of laws, regulations, or local procedures governing visits may result in termination, suspension, revocation, or denial of visiting with the person or persons involved. Such violation may also result in exclusion from the facility.

Processing of Approved Visitors

- a. Approved visitors shall complete a visitor pass upon their arrival at the institution/facility visitor processing center and their approval to visit shall be verified.
- b. All adult visitors shall present picture identification before being permitted to visit. For each minor, an original certified record of birth (official birth certificate, or county embossed abstract of birth) shall be presented during each visit.
- c. Acceptable proof of picture identification for visitors may be, but is not restricted to, the following valid documents:
 - 1. Driver's license with picture
 - 2. Department of Motor Vehicles identification card with picture
 - 3. Picture passport
 - 4. Armed forces identification card with picture

5. Picture identification cards issued by the United States Department of Justice—Immigration and Naturalization Service
 6. Picture identification issued by the Mexican Consulate
- d. Minors may be allowed to visit an inmate subject to the restrictions. If the accompanying adult is not the parent or legal guardian of the minor, a notarized written consent, and an official birth certificate, or county embossed abstract of birth shall be required from a person with legal custody of the minor, authorizing the minor to visit while accompanied by a designated adult, along with the original birth certificate or county embossed abstract of birth.

Legal Visits

AC inmates can and are entitled to legal visits. Your attorney must schedule your legal visits. Appointments must be made in advance and space is limited. Please inform your attorney they may schedule an appointment with the San Quentin Attorney Scheduler at (415) 454-1460 extension 5112.

Legal Law Library

Legal Law Library access is available for all inmates assigned to the Adjustment Center. Inmates who wish to attend Security Housing Unit Legal Law Library will need to request in writing that they wish to participate. Law Library staff provides request forms. The resources of the Law Library are available to all inmates in accordance with this procedure. Law Library privileges may be suspended when necessary to meet requirements of the legal system. The library collection will be maintained in accordance with the provisions of the CDCR Departmental Operations Manual, Section 53060.10 and more information can be found under the Condemned Manual, OP 608 Section 602(b).

Materials in this collection will be available to inmates in accordance with *Gilmore v. Lynch*, 319 F.Supp. 105 (N.D.Cal.1970). Law books and legal materials that are not contained in the San Quentin Security Housing Unit Law Library collection may be requested from the State Circulating Law Collection in Sacramento. Orders for these materials will be processed by the law librarian.

Unit Library Program

The institution's library will provide paperback books to inmates housed in the AC. Third watch unit tier officers will maintain a one-for-one book exchange. An inmate will return a library book to receive a new one. Damaged books will be charged to the inmate's trust account and could result in disciplinary action which may result also in the permanent removal from the library book program. Inmates on property control status will not be allowed to participate in the library book program.

Religious Services

Reasonable time shall be allowed for religious services in keeping with facility security and other necessary operations and activities. When possible, other facility activities shall be planned so as not to conflict with or disrupt scheduled religious services. All AC inmates are limited to in-cell (cell front) religious practice and religious services conducted in a holding cell only.

Religious Counseling Services

If an inmate feels the need to speak to a spiritual guidance leader (i.e. minister, priest, rabbi, etc.) they must submit a CDCR Form 22 Request for Interview, Service or Item. Inmates may send these requests via institutional mail or give it to their unit tier officer. If the inmate feels that their situation is an emergency (i.e. suicidal thoughts, hearing voices telling the inmate to harm himself or others) they must notify their tier officer immediately. Tier officers will notify their supervisor and also inform mental health services of your situation.

Telephone Calls

Condemned Grade "B" and Ad-Seg inmates are not entitled to phone calls. All emergency and attorney telephone calls will be verified through the unit Correctional Counselor II. All approved telephone calls will have a designated time and date stipulation.

Correctional Counseling Services

Inmates housed in the AC may contact their counselors through a CDCR Form 22 Request for Interview, Service or Item. Inmates may send these requests via institutional mail or give it to their tier officer. Counselors will make rounds in the unit at least once a week for an open line for all inmates. At this time, inmates may express any issues they may have with their program or any personal issues.

Mail

All mail coming into the Adjustment Center and leaving the Adjustment Center is thoroughly searched.

Correspondence between condemned inmates and other inmates is restricted to:

- a) Immediate family members, legal spouse, natural parents, if an adoption occurred and a family relationship existed prior to the inmate's incarceration, stepparents, grandparents, natural, step, or foster brothers and or sisters, the inmate's natural or adoptive children, grandchildren and legal

step-children of the inmate. Aunts, uncles and cousins not immediate family members unless a verified foster relationship exists.

- b) Co-litigants on active cases, until case is resolved.
- c) Incarcerated natural parent of the inmate's child.

The mailing of legal documents to courts and claims to the Board of Control (BOC) is the inmate's responsibility. Mail designated by the inmate as legal mail will be delivered to the facility mailroom for inspection, and mailing in accordance with local facility mail procedures. The mailroom shall maintain a current address list of federal, state, county, appellate, and district courts. The mailroom will send mail out each working day.

Canteen/Packages

Condemned inmates will be subject to certain restrictions in regard to the purchase of canteen items. All canteen purchases will be governed by the following rules:

Adjustment Center Condemned Grade B Canteen Draw Procedures:

- a. Inmates housed on the third tier of the Adjustment Center will have their canteen processed during first draw.
- b. Inmates housed on the second tier of the Adjustment Center will have their canteen processed during second draw.
- c. Inmates housed on the first tier of the Adjustment Center will have their canteen processed during third draw.

**Note: If an inmate moves within the unit during their authorized canteen draw, their canteen privileges will follow the inmate.*

On the Thursday prior to the draw, inmates will fill out their canteen order and submit it to the canteen officer.

Grade "B" Condemned AC inmates and ASU inmates will be allowed to draw \$55.00 per month.

All Condemned inmates will be restricted to one canteen draw/order per month.

AC inmates will be limited to those items listed on the Grade "B" Condemned canteen list.

Make-up canteen draw will only be approved for Condemned inmates that were out to court or medical for their original canteen draw/order only.

The canteen officer fills canteen for each inmate, and each bag will be opened for inspection upon delivery of canteen to the inmate. All Grade "B" merchandise will be placed in approved containers. Foil packaging is not allowed in the Adjustment Center.

Grade B Condemned inmates are allowed one (1) food and cosmetic package per 365 day period, based on last package received, regardless of Grade A or Grade B status at the time of receipt.

Newspapers, books, magazines and periodicals may be purchased from any legitimate book wholesaler/vendor located within the continental United States. An Special Purchase Order (SPO) will not have to be pre-approved before ordering. All books must be ordered and shipped from a licensed wholesale book chain, with an accessible physical street address and phone number located within the continental United States. There shall not be an "Approved Vendor List" for publications. The CDCR shall distribute a centralized list of disapproved publications that are prohibited as contraband. Publications that are enumerated on this centralized list are not allowed in any institutions. Local institutions may not add items to the centralized list.

There will be no make up draw/order for items that are not in stock (NIS). At the time of canteen being filled, if the item is not available, a substitute item may be requested and provided if in stock.

If ordering shoes and or sweat pants/shirts, they must come in annual package. There will not be separate orders for personal clothing/shoes unless deemed necessary per medical chrono.

Medical Services

Medical services are provided to all inmates. A Registered Nurse (RN) has an office in the Adjustment Center and is available daily. A Medical Doctor (MD) is available on Fridays for medical issues. Inmates who wish to speak with the RN about a medical issue will fill out a sick call slip and place it on their cell door/window. The RN will pick it up and screen all sick call slips. A med pass nurse will be in the Adjustment Center daily for medication pass. Medical procedures, including dental, will be handled outside of the Adjustment Center.

Note: Custody staff is prohibited from issuing any type of medication delivered to the unit. No exceptions will be made.

Psychiatrist Services

If an inmate feels the need to speak to a psychologist/psychiatrist they must submit a sick call slip. If the inmate feels that their situation is an emergency (i.e. suicidal thoughts, hearing voices telling them to hurt themselves or others) they must notify their tier officer immediately.

Availability of Treatment

All persons committed to the department shall be informed that mental health services are available to them. They shall be informed that, upon their request, an evaluative interview will be provided within a reasonable period of time by a licensed practitioner or a specially trained counselor supervised by a licensed practitioner. Upon request, they will be provided with information as to what specialized treatment programs may be available in the department and how such treatment may be obtained.

Inmates with Disabilities

Upon arriving to the Adjustment Center, the inmate must inform their tier officer of any disabilities they have. Also, the inmate must inform staff if there are any special considerations regarding their disabilities which staff should be made aware of. This includes sight and reading disabilities. If this is the case, staff will advise the inmate of the unit's emergency evacuation procedure.

Appeals

Any inmate under the department's jurisdiction may appeal any departmental decision, action, condition, or policy, which they can demonstrate as having an adverse effect upon their welfare. The decisions of the Departmental Review Board, which serve as the director's level decision, cannot be appealed and thus conclude the inmate's departmental administrative remedy.

Institution staff shall provide the assistance necessary to ensure that inmates who have difficulty communicating in written English have access to the appeal process.

The department shall ensure departmental appeal forms and forms prescribed by the Board of Parole Hearings, the Narcotic Addict Evaluation Authority, and the Prison Industry Authority for appeal of decisions, actions, or policies within their jurisdictions, are readily available to all inmates.

No reprisal shall be taken against an inmate for filing an appeal. This shall not prohibit appeal restrictions against an inmate abusing the appeal process.

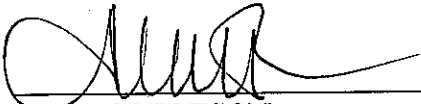
Fishing or Passing

No inmates will be allowed to pass or "fish" material on the tier from cell to cell. Doing so will result in disciplinary action.

Emergency Evacuation

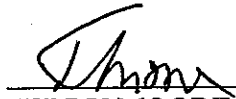
All inmates housed in the Adjustment Center will follow the directions of the unit staff when an emergency evacuation of the tier, unit or exercise yards becomes necessary. Any

inmate who refuses to comply or cooperate with staff in the evacuation process will be passed by so that the remainder of the inmates that are willing to comply and cooperate with staff can be evacuated. Staff will come back for those inmates that refused to comply or cooperate after all other inmates and staff has been evacuated provided that time and conditions allow it. The safety of staff and inmates is paramount.



J. M. ROBERTSON
Captain
Specialized Housing Division

2/25/13
Date



TERRY MOORE
Associate Warden
Specialized Housing Division

2/25/13
Date