I. PURPOSE AND OBJECTIVES:

The Condemned Manual sets forth policies and procedures, details organizational framework, and describes criteria and standards governing the operation of the Specialized Housing Division.

The Specialized Housing Division is responsible for the day-to-day programming of all condemned male inmates housed at San Quentin State Prison. These procedures are not intended to apply to female condemned prisoners, even if these female prisoners are housed at San Quentin pending execution in accordance with San Quentin Operation Procedures OP 0-769 or OP 0-770. These procedures are also not intended to govern the day-to-day programming of condemned male prisoners housed at any facility other than San Quentin. These inmates would be subject to any local rules, policies, and procedures of the institution within which they are housed.

No rules, regulations, or policies set forth in this operational procedure shall preclude the safety and security of the institution, staff and inmate population.

II. REFERENCES:

Thompson Consent Decree
Lancaster vs Tilton
Departmental Operation Manual (DOM)
Title 15

NOTE: Departmental manuals and institutional policies and procedures applying to all CDCR inmates are adjunct to the Condemned Manual.

III. APPROVAL AND REVIEW:

The Condemned Manual will be reviewed annually during the month of March by the Captain and Associate Warden assigned to Specialized Housing Division, who will submit any changes via the Chief Deputy Warden to the Warden for review/approval.

IV. RESPONSIBILITY:

The Warden is responsible for the overall operation of the Condemned units.

The Chief Deputy Warden is responsible for the administration of the Condemned Manual.
The Associate Warden, Specialized Housing Division, is responsible for the implementation and day-to-day operation of the specific elements contained in the Condemned Manual.

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CHAPTER 100 - STATEMENT OF PURPOSE

Article 1 - Objectives

To maintain condemned male inmates for the duration of their pre-execution status and to maintain safe standards of operation for staff and inmates in accordance with departmental policy.

CHAPTER 200 - ADMISSION POLICY AND PROCEDURES

Article 1 - Initial Intake

Sec. 201. Admission Authority

A condemned male inmate is delivered to the custody of the Warden, San Quentin State Prison, within 10 days, upon a Superior Court’s Commitment and Judgment of Death order. The original Commitment and Judgment of Death order will be delivered to the Correctional Case Records Manager, who will retain it in the Inmate’s Central File (C-File) on behalf of the Warden at California State Prison – San Quentin.

Sec. 202. Receiving and Release Processing Procedures

The condemned inmate is received at Receiving and Release (R&R) and his identity is verified with the transporting agent. A Body Receipt, CDCR Form 123, is given to the transporting agent in exchange for the condemned inmate. The R&R staff will conduct an initial interview with the condemned inmate and obtain the following information: race, age, gang status, enemies, and medical issues (if life threatening medical issues are known, staff will immediately sound an alarm and obtain the necessary medical intervention). The R&R staff will assign a new CDCR number to the condemned inmate, unless the condemned inmate already has an active CDCR number, which has not been discharged. The R&R staff will conduct a thorough unclothed body search of the condemned inmate and provide the condemned inmate with a state-issued...
jumpsuit to wear during the remainder of the R&R processing and upon delivery to the Adjustment Center.

After completion of the medical and mental health screening identified in Sections 203 and 204, the R&R staff will obtain identification photographs of the condemned inmate. The identification photographs will consist of a front (facial) view and a side (right profile) view. The R&R staff will obtain finger and palm prints of the condemned inmate by use of the Live Scan system. The R&R staff will also collect DNA samples from a condemned inmate who has not previously provided this sample in accordance with Article 5, Section 1140. The R&R staff will interview the condemned inmate and complete a Notification in Case of Inmate Death, Serious Injury, or Serious Illness, CDCR Form 127, which will be signed by the condemned inmate (if the condemned inmate refuses to provide information or refuses to sign the form, the interviewing staff will note the refusal on the form). Additionally, the R&R staff will have the condemned inmate sign an Authorization for the Director to Maintain Trust Account, CDCR Form 345. R&R staff will obtain the condemned inmate’s palm prints on the original sentencing court’s Commitment and Judgment of Death order. The condemned inmate’s right palm print will be obtained on the back of the first page of the Commitment and Judgment of Death order and his left palm print will be obtained on the back of the second page both by use of black ink.

Following the palm prints, the R&R staff will conduct an inventory of the condemned inmate’s property and retain the property which is authorized. The authorized property will be released by R&R staff to the Adjustment Center property officer for further disposition. All unauthorized property must be mailed to a person outside the prison at the expense of the condemned inmate, or donated to the prison, which will dispose of it in accordance with established procedures. Once the initial inventory has been completed, the R&R staff will provide the condemned inmate with a copy of the Inmate Property and Cash Receipt-Arrival, CDCR Form 104. After the property inventory has been completed, the R&R staff will secure the condemned inmate in a single holding cell in R&R and wait for escorting staff from the Adjustment Center to escort the newly arrived condemned inmate to the Adjustment Center.

The condemned inmate will not be provided a haircut while processing through R&R. The condemned inmate will be provided an opportunity for a haircut at the earliest possibility once he has been housed in the Adjustment Center.

After the Adjustment Center staff has arrived at R&R, the condemned inmate will be issued two (2) blankets and two (2) sheets prior to being escorted to the Adjustment Center for initial housing.
Sec. 203. Initial Medical Screening in Receiving and Release

Upon arrival at San Quentin, the condemned inmate will have an initial medical examination which will be completed by licensed vocational nurse (LVN)/certified nurse’s assistant (CNA). The examination will include the following minimum tests:

a. Blood pressure
b. Vital signs
c. Eye test
d. Tuberculosis test and DNA testing

Additional medical tests will be conducted as needed. Inmates will also be seen by mental health staff for any mental health conditions, a registered nurse (RN) for assessment and medicinal needs, and the medical provider for any medical orders. (If any life threatening medical issues are discovered, the medical staff will sound an alarm and obtain the necessary medical intervention.)

During the R&R processing, the medical department staff will medically screen the condemned inmate for physical disabilities. All physical disabilities will be documented on an Inmate/Parolee Disability Verification, CDCR Form 1845, and all accommodations will be documented on a Medical Chrono, CDCR Form 128-C 3. The Medical Chrono will detail any reasonable accommodations or modifications necessary, and any health care appliances needed, i.e., durable medical equipment, prosthetic and orthotic appliances, eyeglasses, prosthetic eyes, and other eye appliances. Condemned inmates arriving with their own personal wheelchair will be allowed to retain them (with the exception of electric wheelchairs). A condemned inmate, who doesn’t already possess a wheelchair, will be provided one as soon as reasonably possible. The medical staff will provide the R&R custody supervisor with a copy of the related medical disability paperwork. The R&R custody supervisor will notify the Adjustment Center custody supervisor of the known medical disabilities and any accommodations ordered by a physician. The R&R custody supervisor will forward the medical disability paperwork to the Adjustment Center supervisor via the escorting officers, who will escort the condemned inmate from R&R to the Adjustment Center. The Adjustment Center supervisor will ensure the accommodations are provided in compliance with the Armstrong Remedial Plan.

1. The psychiatric department representative will see patients in the unit at the request of the LVN or unit staff by submitting a Request for Mental Health Services, CDCR Form 128-MH5 (Attachment D). Emergency psychiatric problems will be diagnosed and evaluated within 24 hours by contacting the psychiatric department.

2. Inmates who are displaying bizarre behavior, signs of severe depression, or suicidal behavior must be referred to the Mental Health department for alternate housing and observation until their condition becomes stable. When deemed suitable for return to the unit, every effort will be made to accommodate the move as quickly as possible.
Any condemned inmate, who is on prescription medications, shall be seen by a health care provider or have their prescription medications ordered within eight (8) hours of arrival to prevent any interruption in receiving medications.

Sec. 204. Initial Mental Health Screening in Receiving and Release

All condemned inmates are psychologically screened by a clinical psychologist using the standardized mental health screening questionnaire in Receiving and Release on the day of his arrival. As with Reception Center inmates, any condemned inmate arriving after normal hours is screened by a clinical psychologist in his housing unit the next working day. Inmates who are unable to speak English are provided with necessary interpreters.

Any newly arriving condemned inmate, who expresses suicidal thoughts or actions, will be immediately referred to the Triage and Treatment Area (TTA) for further evaluation and treatment by a clinical psychologist or psychiatrist.

All psychologically screened inmates in need of further psychological evaluation are referred for an expedited mental health evaluation within seven (7) days of arrival to determine whether the inmate needs to be placed in a level of care and receive mental health treatment.

Sec. 205. Initial Custody Reception Processing

Newly arrived condemned inmates will initially be housed in the Adjustment Center for processing. The Adjustment Center staff will provide the newly arriving condemned inmate with a full issue of state clothing consisting of:

1. Jeans, blue denim trousers 2
2. Blue chambray shirt 2
3. Jacket, blue denim 1
4. Socks, pairs 3
5. T-shirt (white) 3
6. Boxer shorts, (white) 3
7. Shoes (pair) 1
8. Shower shoes 1
9. Watch cap 1
10. Pillow case 1
11. Sheets (2 pairs) 2
12. Blankets 2

A full issue of state health and hygiene items consisting of:

1. Roll of toilet paper 1
2. Bar of soap 1
3. Safety tooth brush 1
4. Two ounces of tooth powder 1
5. Comb 1
6. Ounce of detergent powder 1
7. Paper garbage bag 1

Miscellaneous items:
1. Sheets of writing paper 10
2. Pen filler 2
3. Indigent envelopes 5

Also, an Adjustment Center Orientation Handbook (Attachment A) will be issued. Additionally, the Adjustment Center supervisor will inform the newly arrived condemned inmate that Mental Health services are available 24 hours a day, 7 days a week, and can be accessed through the Licensed Psychiatric Technicians (LPT), who conduct daily rounds in the housing unit, or through the on-duty custody staff in the unit.

Within 30 days of arrival to the Condemned program the inmate will be seen before the Institutional Classification Committee (ICC) for Initial Classification.

The Correctional Counselor II assigned to the Specialized Housing Division Condemned population will review the inmate’s Probation Officer’s Report and Abstract of Judgment, and all other documents accompanying the inmate. A memorandum to the Warden will be completed summarizing the inmate’s case factors. Any condemned inmate who presents a history of self-destructive or suicidal behavior, including suicidal ideation or intent, a psychiatric disorder, disturbed behavior or request to see Mental Health Services staff is referred to Mental Health for immediate psychological evaluation.

Upon arrival of a new condemned inmate, a copy of the Warden’s letter along with a photograph shall be forwarded to the Office of Public and Employee Communication via the Public Information Officer.

Reception processing will be completed within 30 days of arrival. The reception processing will include: Central File preparation; completion of medical and psychiatric examinations; Notice of Critical Case Information-Safety of Persons (Non-confidential Enemies), CDCR Form 812; Notice of Critical Information—Confidential Information, CDCR Form 812-C (if necessary); Classification Score Sheet; Identification Worksheet, Notification in Case of Inmate Death, Serious Injury, or Serious Illness, CDCR Form 127; Institutional Staff Recommendation Summary, Social Factor sheet, Minimum Custody Screening Form, Archive File Review(s) (as necessary), Mentally Disordered Offender Screening Form, CDC 8021 Foreign Consulate Notification and Foreign Prisoner Transfer Treaty notification, CDC 8021A Foreign Consulate Notification; and other casework as deemed necessary.

Newly arrived condemned inmates will be subject to be placed on contraband watch if probable cause information is received from the county jail, transportation, or institutional staff that the inmate is attempting to smuggle in contraband upon arrival to the institution. After reviewing all the facts-verbal or
written-the Specialized Housing Division Associate Warden will authorize the contraband watch during normal business hours. During off duty hours and on the weekends, the Administrative Officer of the Day (AOD) will make the determination as to whether the newly arrived condemned inmate will be placed on contraband watch.

All newly arrived condemned inmates will be assigned to an SMY Grade B yard in the Adjustment Center pending Initial Classification. This yard assignment will be reviewed by the ICC at the inmates Initial Classification within 30 days.

Sec. 206. Documentation

All new arriving condemned inmates will be logged in the Isolation Log Book, CDCR Form 114, to establish their time of arrival in the Adjustment Center. The Inmate Segregation Record, CDCR Form 114-A, and the Inmate Segregation Profile, CDCR Form 114-A1, will be initiated. Additionally, prior to the placement of the condemned inmate into his assigned cell, the Adjustment Center staff will complete an Exhibit B to record the condition of the cell and its contents.

Sec. 207. Urgent/Emergency Psychiatric Needs

If the inmate demonstrates any bizarre or abnormal behavior, staff will take the appropriate following actions:

a. If emergency or immediate (imminent danger) mental health issues arise, staff will immediately notify Health Care Services or the on duty psychologist (24 hours). Staff must fill out a CDC 128B Request for Mental Health Services Staff Referral; noting the specific reason for referral. Staff may escort the inmate to the Triage and Treatment Area (TTA). The Health Care Services staff assigned to the TTA will ensure that the inmate is evaluated in person by a physician (preferably a psychiatrist) as soon as possible.

b. If urgent or non-emergency (within 24 hours if on jail meds) mental health issues arise, staff will submit a CDC 128B Request for Mental Health Services Staff Referral with the specific reason for referral to mental health.

Sec. 208. Comprehensive Psychological Evaluation

Within 30 working days of arrival, the condemned inmate is interviewed by a clinical psychologist in preparation of a psychological white paper report which includes extensive review of past history and psychological testing, as indicated.
Article 2 - Inmate Orientation

Sec. 210. Counseling and Orientation

Within one business day, from arrival at San Quentin and prior to the Initial Classification Committee (ICC) hearing, the custodial staff assigned to the Adjustment Center will conduct an orientation interview with the newly arrived condemned inmate. The staff involved in the orientation interview should include, but is not limited to the following personnel; Captain, correctional counselor II, correctional lieutenant, correctional sergeant, and the correctional counselor I assigned to the Adjustment Center. The condemned inmate will be provided an overview of the condemned program and the expected course of events that will occur during their time in the Adjustment Center and prior to their ICC hearing. The condemned inmate shall be apprised of the consequences of their involvement in gang behavior, and advised that any degree of involvement in gang behavior may result in continuation of Grade B program placement. During the orientation interview, as with any other proceeding, the condemned inmate will be encouraged to participate and ask any questions they deem necessary. The correctional counselor I will record the orientation interview on a General Chrono, CDCR Form 128-B.

CHAPTER 300 - CLASSIFICATION PROCESS

Article 1 - Classification Process and Committees

Sec. 301. Initial Classification Committee

The condemned inmate will appear before the Institutional Classification Committee (ICC) within 30 days of arrival to the condemned program for their Initial Classification. The purpose of a condemned inmate’s Initial Classification is to establish the condemned inmate’s program. The committee will establish the inmate’s custody at maximum, note the classification score, assign the inmate to either Grade A or Grade B and assign the work group at D2 and privilege level at D. (It should be noted that unlike general population inmates, the work group and privilege level is utilized only to represent credit calculation. In the condemned population the inmate’s assignment in the Grade A or B program determines the privileges the inmate is afforded and the work group he is assigned to.)

During the initial classification, the inmate’s case factors will be reviewed for appropriate placement of administrative determinates. Please note, all condemned inmates will have the DEA, VIO and PUB administrative determinates automatically affixed due to case factors that are present in order for an inmate to be assigned the condemned program.

The Correctional Counselor II assigned to the Condemned unit will complete Section I. Classification Staff Representative on the Classification Score Sheet.

*Note all CDCR forms utilized in the classification process must be completed and/or updated as required by the department policy.
*Note Condemned inmates are not reviewed by the Classification Services Representative (CSR) for any reason.

Grade A: Inmates without a high violence or escape potential who have demonstrated a good disciplinary-free adjustment and are able to get along safely and peacefully with other inmates and staff. All Grade A inmates shall be assigned to a group exercise yard, or Grade A Small Management Yard (Individual exercise yard).

Grade B: Inmates with a high escape or violence potential or who are serious disciplinary or management cases. Included are those inmates with a history of escape, in-prison assault, gang affiliation, introduction of contraband, or weapons possession. Grade B inmates may be assigned to a group yard or a Small Management Yard (Individual exercise yard).

Sec. 302. **Inmates placed in DPP**

All Inmates DPP: Inmates with impairments will have identifying markers placed on the unit picture board/bed cards clearly indicating the particular impairment. Additionally, the institutionally approved impairment sign will be placed in proximity of the respective cell to alert staff of the impairment.

DPP Grade A: Inmates who are classified as Grade A, who have mobility impairment or are confined to a wheelchair will be housed on the first tier of East Block or the CHSB.

DPP Grade B: Inmates who are classified as Grade B, who have mobility impairment or are confined to a wheelchair will be housed on the first floor of the Adjustment Center, East Block or in the CHSB.

Sec. 305. **Institutional Classification Committee**

a. **Composition:**

Warden or Chief Deputy Warden (Chairperson)
Associate Warden, Specialized Housing Division (Alternate Chairperson)
Unit Captain, Specialized Housing Division
Correctional Counselor II, Specialized Housing Division (Recorder),
Supervisor or Specialist
Correctional Lieutenant, Specialized Housing Division
Correctional Sergeant, Specialized Housing Division
Mental Health Psychologist or clinician assigned to the Condemned Unit
Other staff as required
A quorum shall be a minimum of three (3) persons, who shall be the chairperson, recorder, and Mental Health clinician.

Sec. 310.  

**Unit Classification Committee**

a. Composition:

Captain, Specialized Housing Division (Chairperson)
Correctional Counselor II or Correctional Lieutenant, Specialized Housing Division (Alternate Chairperson)
Correctional Counselor I (Recorder)
Correctional Lieutenant, Specialized Housing Division
Correctional Sergeant, Specialized Housing Division
Other staff as required

*A quorum shall be a minimum of three (3) persons, who shall be the chairperson, recorder, and one (1) other person.

Sec. 311.  

**Interdisciplinary Treatment Team (IDTT)**

a. Composition:

Warden or Chief Deputy Warden (Chairperson)
Associate Warden, Specialized Housing Division (Alternate Chairperson)
Associate Warden, ADA or designee
Physician, assigned to the Condemned unit
Captain, Specialized Housing Division
Correctional Counselor II (Recorder)
Correctional Lieutenant, Specialized Housing Division
Correctional Sergeant, Specialized Housing Division
Mental Health Psychologist or clinician
Other staff as required

Sec. 315.  

**Committee Functions**

Institutional Classification Committee (ICC).

a. The ICC will conduct the following hearings:

1. Initial review of newly arrived condemned inmates.
2. Act on cases referred by the Unit Classification Committee (UCC) within 30 days of referral.
3. Review and make referrals of cases requiring Departmental Review Board decisions.
4. Change a condemned inmate’s Grade.
5. Change a condemned inmate’s exercise yard assignment.
6. Review and establish visiting restrictions as necessary on cases that do not require mandatory restrictions.
7. Affix administrative determinates to an inmate's custody as necessary.
8. Review cases for housing assignment to North Segregation.
9. Review cases which have returned to the institution after having been
    away from the institution (Out to Court, Medical, etc.) for a period of
    more than 30 days. The need for a review will be determined by the
    unit CCII.
10. Review cases within 10 working days, in which property control
    measures have been implemented by unit staff, and either impose the
    property control measures for a period of 90 days from the date of
    incident or rescind the property control measures as deemed necessary.
    Re-evaluate the property control measures after the final audit of the
    Rules Violation Report (RVR), to determine if the measures should be
    continued, modified, or terminated.
11. Review cases of Grade A condemned inmates who have been
    temporarily assigned Grade B status by the Correctional Lieutenant,
    Specialized Housing Division, due to an emergency situation. These
    cases must be reviewed within 10 working days.
12. Review cases of temporarily assigned Grade B condemned inmates,
    who were retained in Grade B status after their first ICC hearing, and
    who have since had their serious RVR adjudicated and the final audit
    completed. These cases must be reviewed within 10 working days of
    the disciplinary hearing. If assessed and imposed a determinate Grade
    B term as a result of an RVR, all subsequent committee hearings will
    be conducted by the UCC every 180 days, unless an issue listed in #1-
    10 above is present.
13. Conduct indeterminate Grade B 90 day reviews.
14. Conduct determinate Grade B 90 day reviews.
15. Other cases deemed necessary for review.
16. Conduct Pre-MERD program reviews within 45 days of MERD.
17. Conduct administrative determinant reviews to include escape, arson or
    sex.

b. Unit Classification Committee (UCC).

The UCC will conduct the following hearings:

1. Conduct Grade A 120 day program reviews.
2. Conduct Grade B 90 day program reviews.
3. Evaluate Grade A and B cases for referral to ICC.
4. Address visiting restrictions on cases that require mandatory
   restrictions.
5. Other cases deemed necessary for review.

c. IDTT Functions. Review medical issues and needs as they relate to unit
    security. Inmates are referred to IDTT by medical staff and/or unit
    supervisors.

Classification Committee Documentation.
The committee recorder will prepare a Classification Chrono, CDCR Form 128-G, to include the individuals present at the committee and detailed information regarding the inmate’s appearance before the committee and the decisions reached.

CHAPTER 400 - OPERATING PROCEDURES

Article 1 - Custodial Duties and Responsibilities

Sec. 401. Familiarization with the Condemned Manual

Custody Personnel assigned to Specialized Housing Division Condemned unit should become familiar with the Condemned Manual, including any supplements or addendums. A copy of the Condemned Manual must be available in each condemned housing unit for review.

Article 2 - Unit Admission Procedures

Sec. 402. Disabled Inmate Assistive Devices

Assistive devices as defined are canes, prosthetics, walkers, wheelchairs, etc.

a. Canes: Grade A inmates are permitted to retain their canes and walkers in their assigned cells. Grade B inmates with a history of using their canes as a weapon or any other unapproved means, will not be permitted to retain their canes in their cells. In these instances, the cane will be hung on the door handle for immediate access when the inmate is removed from the cell.

b. Wheelchairs, etc: Wheelchairs will not be permitted in the cells due to the limited space in the cells. All wheelchairs will be kept on the broadway area directly across from the assigned inmate’s cell and made available whenever the inmate exits the cell. Permanent wheelchair users will be evaluated on a case by case basis for housing in the Central Health Services Building or other appropriate unit if a wheelchair is required inside the cell.

c. Prosthetics: Inmates will be allowed to keep prosthesis in their cell.

Removal of assistive devices will occur only if it becomes necessary to remove the device to ensure the safety of persons, the security of the institution or to maintain the integrity of an investigation. This includes the device being collected as evidence. The senior officer in charge shall consult the Health Care Manager or the TTA for a replacement or a substitution of a suitable assistance device; this shall be documented on a CDC 128B.

Sec. 403. Unclothed Body Search/Security

a. Condemned Grade A Inmates:
 Upon a Condemned Grade A inmate entering a condemned housing unit, the Condemned Grade A inmate will be immediately placed in a holding cell and given an unclothed body search, unless the Condemned Grade A inmate is returning to the condemned housing unit after being escorted under direct supervision and control of custody staff during the entire time the Condemned Grade A inmate is outside of the condemned housing unit, i.e., escort to the Central Health Services Building (CHSB) for a medical appointment. If a Condemned Grade A inmate has been under direct supervision and control of custody staff during the entire escort, then the Condemned Grade A inmate will be returned to his assigned cell without an unclothed body search.

b. Condemned Grade B Inmates:

Upon a Condemned Grade B inmate entering a condemned housing unit, the Condemned Grade B inmate will be immediately placed in a holding cell and given an unclothed body search.

c. For both Condemned Grade A and Grade B inmates, they must be in restraint equipment, i.e., handcuffs, waist restraints, etc., when not in their cell or the exercise yard and while under escort by custody staff. Additionally, all inmate property that is being carried by the Condemned inmate, whether Grade A or Grade B, into the condemned housing unit during an escort, will be hand searched and put through the Rapiscan to be x-rayed. The procedure is reversed for inmates exiting the unit. If an officer has remained with an inmate during his entire stay at an interview, committee meeting or medical appointment, he need not be subjected to an unclothed body search prior to re-entering his cell in the condemned housing unit. Otherwise, inmates will be completely searched as if they had left the building. Particular attention must be paid to the hair of the inmates.

Sec. 404. Inmate Property

Condemned inmates will be allowed to possess the personal and state property as detailed in the Attachment B. Condemned Inmate Allowable Property.

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 Institutional Classification Committee (ICC) for the Initial Classification Review. The assigned property officer(s) will initiate, maintain and distribute the necessary property forms.

Grade A condemned inmates that have a pending serious rules violation listed in the matrix, will be temporarily placed on Grade B status pending adjudication of
the RVR 115 and committee review for Grade Status. At this time, the East Block Property Officer will inventory the personal property of the inmate awaiting adjudication of the RVR 115 and committee review. All Grade B approved property will be issued to the inmate. All other personal property will be placed into storage until the review for Grade Status is completed. If the inmate is found not guilty and committee restores Grade A status, the property officer will reissue the Grade A status inmate his property that was placed into storage. Items identified as contraband, or altered property will not be returned. In the event the inmate is found guilty and committee elects to assess and impose a Grade B determinate term, beyond the date of the committee, the inmate will be given the opportunity to mail out any unauthorized property that remains in the custody of the East Block Property Officer. Any unauthorized property not mailed out will be disposed of per institutional procedures. The Grade B status inmate will have fifteen (15) days to complete the form indicating his wishes to have these items either mailed out or disposed of per institutional procedure. Legal property will be issued as per the Condemned Inmate Allowable Property Matrix (attachment B) revised on March 2011.

Sec. 405. Clothing and Personal Items

These items will be examined by hand and metal detectors with particular attention paid to waistbands, seams, all stitched areas and pockets. In addition, all items will be put through the Rapiscan prior to returning these items to the inmate.

Sec. 406. Legal Property

Legal material is defined as trial transcripts, legal proceedings, legal research notes, and attorney/client communication, etc. Legal material is confidential and should not be read by staff; however, legal property is subject to search. (1) Cubic foot of legal property will be issued for possession in the inmate’s cell. All other legal property will be held by the property officer and made available to the inmate upon request. The property officer will issue property on tiers 1, 2, and 3 each Tuesday. Property for tiers 4 and 5 will be issued on Wednesday. Legal property exchange will also be conducted by request; up to twice per week per inmate. Any legal deadline emergencies will be accommodated on a case-by-case basis.

Article 4 - Food and Utensil Security

Sec. 410. Regular Meals

a. 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.
1. Condemned inmates shall be served food representative of that being served to general population inmates. Food shall not be withheld nor standard menu varied as a disciplinary sanction for any inmate.

2. 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.

b. Facility menus shall be prepared at least one (1) week in advance and posted in locations accessible to all inmates.

Sec. 411. Use of Pork or Pork Derivatives

a. Pork-free meals. No pork or pork derivatives are to be served in any CDCR institution.

Sec. 412. Health and Safety Standards

a. Standards for sanitation shall meet the requirements set forth in Health and Safety Code (H&SC) Sections 27605, 27623, 28291, and 28295 through 28296.

b. An inspection of the food service area of each facility shall be conducted at least once a year by the Department Food Administrator, Central Office, and/or a Department of Health Services’ Environmental Health Specialist.

c. The Warden or their designee shall conduct sanitation inspections of the facility kitchens at least once a month to ensure compliance with the standards set forth in this section.

d. Cooks and culinary officers shall conduct daily sanitation inspections of all workers who handle food to ensure cleanliness, proper attire, and the absence of open sores or any condition that may contaminate food.

e. No person shall be assigned to handle food until instructed on the standards for sanitation as set forth in H&SC Sections 27605, 27623, and 28291 and on all requirements of this section.

f. Food handlers shall keep their hands and fingernails clean, wear nets or caps entirely covering their hair, wear clean garments, and conform to and comply with H&SC Sections 28291 and 28295. A hand washing requirement sign shall be posted in each restroom used by on-duty food service workers.

g. No inmate shall be assigned to the food service area until medically cleared to handle food.

h. An inmate food handler with any condition which may contaminate food shall be referred to the medical department for examination and shall not return to work in the food service area until medically cleared.
Sec. 413.  Special Religious Foods

a. 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.

b. 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.

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.

c. 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.

Sec. 415.  External Food Control

Security measures outside the units include continuous supervision and surveillance of all aspects of food preparation, cart loading, and delivery. All beverage containers must be inspected inside and out before being filled. Food carts will be loaded under supervision of assigned food officers. Once the food carts are delivered into the unit, inmate movement into the area will cease until
the food carts are thoroughly searched and inspected. East Block, Adjustment Center, and North Segregation lunches may be put through the Rapiscan in the unit prior to being issued to the inmate.

Sec. 416. **Issuance of Eating Utensils**

Appropriate plastic eating utensils will be furnished to each inmate upon entry into the unit. Each condemned inmate will be given a plastic coffee cup and one (1) plastic spoon. Eating utensils will be re-issued on a one-for-one exchange basis. Inmates who have demonstrated a propensity for not relinquishing their plastic meal trays at the conclusion of the applicable meal shall receive their meals on a paper plate during the issuance of the morning and evening meals.

Sec. 417. **Meal Procedure**

The meal procedure is designed to provide a hot, palatable meal in the prescribed portions for the breakfast and dinner meal and to ensure the delivery and recording of all meals delivered, including the bag meal for lunch.

a. The insulated trays (hard plastic feeding trays) will be prepared in the main kitchen and loaded into a food cart. The assigned food officer will ensure that the food carts are brought over to the unit once the cart is ready for transport. Once the carts are in the unit, staff then will place the insulated trays in the elevator and have them sent to their respective tier. Once the trays arrive to the tier, officers will then place the trays onto a sanitized cart.

b. The officers feeding the meal will push the food cart onto the tier. Officers will distribute one insulated tray to each inmate. At no time will the inmate’s cell door be opened for the purpose of issuing food trays. All food handlers will wear approved headgear and gloves.

c. Kosher Meals will be passed out during the same time the insulated trays are and the Kosher Meal Packages will remain intact. In the case of inmates who are assigned Kosher Meals, if the inmate refuses his Kosher Meal it shall be returned to the supervisor in the Kitchen to record the incident and to dispose of the meal.

d. Inmate meals will be documented on the CDCR Form 114-A, including inmate refusals of meals.

e. Meal sample reports document that meals have been served to inmates at the appropriate temperature and are a vital component of the institutions tracking system regarding the preparation and distribution of all food items.

2. Each Condemned housing unit will complete one meal sample report (East Block will complete two; one for yard side, one for bay side).

3. The meal sample report temperatures will be taken on the last tray served in each unit (the last tray served on each side in East Block).
4. The staff delivering the last tray will document the exact temperature of each hot item on the tray in the appropriate boxes at the bottom of the meal sample report using the thermometer in the unit.

5. The staff serving the last tray will print and sign their name, and note appropriate comments in the “Staff Review” box. Staff will also ensure that an inmate completes the “Inmate Comments” section.

6. The unit sergeant will supervise the completion of the meal sample reports and will review all reports for accuracy before returning the reports to the kitchen.

7. The original meal sample reports will be delivered to the Correctional Food Manager and a copy of the meal sample reports will be delivered to the Specialized Housing Division Captain.

Sec. 418. Ration Control

Inmates assigned to a Condemned housing unit will be provided food identical or equivalent to that served on the mainline. The supervisory responsibility for the quantity and quality control of food rests with the Food Manager who will provide copies of menus with approved item rations. The responsibility of serving food in as palatable and adequate a manner as is practical rests with unit staff. All inmates will be served three (3) meals daily: A hot breakfast and hot evening meal, and a sack lunch including four (4) pieces of bread, lunch meat, fruit crackers or chips. Lunch may contain peanut butter when lunch meat is not offered. In the event inadequate rations unfit or adulterated food is received from the kitchen, additional or substitute rations shall be requested from the supervising cook. There are no “seconds” in the units and all untouched food will be returned to the kitchen.

Sec. 419 Hunger Strike Procedures

A. Definitions:

Hunger Strike
A hunger strike is a method of non-violent resistance or pressure in which inmates refuse state issued meals and/or fluids for religious, political, mental health or other grievance related reasons, usually with the objective to achieve a specific goal.

Mass Organized Hunger Strike
Ten or more inmates assigned to an area united with a common goal or set of demands which disrupts institution operations and requires statewide or institutional mobilization to effectively and safely evaluate and manage the inmate’s needs.

Hunger Strike Participant
Participant is defined as an inmate who is identified by CDCR custody staff as participating in an individual or mass organized hunger strike.
B. Procedures:

Staff aware an inmate or group of inmates are on a Hunger Strike shall do the following:

1. **Identifying a Hunger Strike Participant**
   When an inmate or group of inmates refuses nine or more consecutive state issued meals, they shall be identified as a participant of a hunger strike. It is not required that the inmate(s) disclose they are a participant in a hunger strike and/or identify the specific purpose for the hunger strike.

2. **Reporting and Documentation Requirements**
   Custody staff that become aware of an inmate who appears to be on a hunger strike, or if the inmate or inmate group declares a hunger strike, shall do the following:

   a. Immediately notify the Unit Sergeant and/or Lieutenant where the inmate is housed.

   b. The Sergeant or Lieutenant shall immediately notify the Captain and Associate Warden.

   c. The Watch Commander shall notify the Administrative Officer of the Day (AOD) if the hunger strike initiates during non-business hours. The Watch Commander shall document the contact on an AOD contact report or Notice of Unusual Occurrence in addition to recording the hunger strike on the Daily Activity Report.

   d. The Warden shall inform the Associate Director immediately, but no later than 72 hours, of all Hunger Strikes.

   e. Refer the inmate to Mental Health services for a mental health assessment.

   f. Interview the participating inmate(s) to determine, if possible, the following information:
      o Reason for the hunger strike
      o When the inmate(s) began the hunger strike
      o What is specifically being refused: food, fluids, or both

   g. Document the information on a CDC 128-B (individual hunger strike) or a CDCR 837 (mass or organized hunger strike) to include the date and time of discovery by staff, and the date and time of last meal.

   h. If the inmates are participating in a mass organized hunger strike,
immediately notify medical staff by providing a Mass Hunger Strike List of participants and document on a CDCR Form 837, Incident Report. The Mass Hunger Strike List of participants shall be updated daily.

i. If the inmate is a participant in a hunger strike, document on a CDC 128-B Informational Chrono. Immediately notify medical staff by providing a copy of the completed CDC 128-B. A copy of the 128-B shall be filed in the Unit Health Record (UHR) and Central File.

j. Document the refusal of each meal on the CDC 114-A, Inmate Segregation Record.

k. Two calendar days after the inmate has been identified as a hunger strike participant, the Sergeant or Lieutenant, shall interview the participating inmate(s) in an attempt to resolve the hunger strike issues and document the information on a CDC 128-B, Informational Chrono. A copy of the 128-B shall be sent to Specialized Housing Division Captain and to Medical staff. A copy shall be filed in the Unit Health Record (UHR), Central File, and Warden’s office.

l. Five business days after the inmate has been identified as a hunger strike participant, and every five business days thereafter, the Captain shall interview the inmate(s) in an attempt to resolve the hunger strike issues and document the information on a CDC 128-B, Informational Chrono, until the conclusion of the hunger strike. A copy of the CDC 128-B shall be sent to medical staff. A copy of the 128-B shall be filed in the Unit Health Record (UHR), Central File, and Warden’s office.

m. Ensure necessary disciplinary action is taken against participating inmates, and those inmates identified as instrumental leaders in organizing, planning, and perpetuating a hunger strike, in accordance with the Title 15, Subsection 3315(a)(2)(L).

n. Inmates identified as participating in a hunger strike will be scheduled to appear in ICC.

C. Program Operations:

In keeping with the safety and security of the institution, the following program operations shall apply in the event of an individual hunger strike or mass organized hunger strike:

a. If it is determined that the hunger strike or mass hunger strike is causing significant disruption to the safety and security of the
institution; personnel resources, and normal operations of the institution, the Warden is authorized discretion to place the affected areas on modified program, following all modified program protocols.

b. Inmate(s) identified as strike leaders; instrumental in organizing; planning; and perpetuating a hunger strike shall be isolated from non-participating inmates, and rehoused in the Adjustment Center when housing is available.

c. Inmate(s) participating in an individual or mass organized hunger strike shall have their canteen/food items removed from their cells, appropriately inventoried, documented on a CDC Form 1083, Property Inventory Receipt, and securely stored in the East Block or AC Property Room. The canteen items will be returned to the inmate upon resolution of their hunger strike.

d. All non-legal incoming/outgoing mail and authorized telephone calls will be monitored for all hunger strike participants.

e. All visits for identified/documented leaders of a mass hunger strike will be suspended during their involvement in the hunger strike. Only inmates with active legal cases will be allowed attorney visits. If an inmate participating in a hunger strike receives a visit, he/she shall be monitored to determine if they consumed food during the visit. If an inmate consumes food during the visit, the information shall be documented on a CDC 128-B, Informational Chrono and the hunger strike shall be considered over. A copy of the CDC 128-B shall be sent to the inmate’s facility/yard/unit clinic RN or medical staff designee and copy shall be filed in the UHR, Central File, and Warden’s office.

f. If a mass organized hunger strike disrupts normal institution operations, the Warden has authorization to suspend inmate visiting activities and utilize assigned resources to offset impacts in managing the institution disruption.

g. All staff shall continue to offer every participating inmate the regular provision of state issued food at every regularly scheduled meal serving time, except as otherwise prescribed by a physician.

h. If a mass organized hunger strike is anticipated, the Officer of Correctional Safety (OCS) may activate the Department Operations Center (DOC) at the minimum activation as a precautionary measure. Potential impacted institutions shall be on standby to activate their Incident Command Posts should a mass hunger strike occur.
In the event of a mass organized hunger strike the DOC shall change from a minimum activation to a full activation as required. Affected institutions may activate their Incident Command Posts.

D. Terminating the Hunger Strike:

Once an inmate accepts a state issued meal, or advises staff that he is discontinuing the hunger strike the following shall occur:

a. A CDCR 128 B Informational Chrono will be written annotating the time and date the inmate has terminated his hunger strike. A copy of the 128-B shall be sent to Specialized Housing Division Captain and to Medical staff. A copy shall be filed in the Unit Health Record (UHR), Central File, and Warden’s office.

b. The inmate shall be escorted to the Treatment Triage Area to be medically evaluated.

c. Medical staff will provide direction as to the means and method to most safely reintroduce food to the hunger strike participant to custody staff and to the affected inmate.

d. All canteen and food products confiscated pursuant to the hunger strike shall be returned to the inmate by the next business day.

Article 5 - Medical/Dental/Psychiatric Services

Sec. 420. Medical Services

Medical visits, dispensing of medication and sick calls will necessarily be confined to the unit. Cases requiring hospitalization or special treatment will be handled as follows:

a. LVN’s will visit the Condemned housing units daily and will be escorted by an officer through out the Condemned housing. Inmates receiving medication or treatment will be logged in the inmate’s medical file. An institution doctor will visit the Condemned housing unit as scheduled.

b. Directly Observed Therapy (DOT) is the highest level of observation for medication delivery by appropriately licensed health care staff. The appropriate staff is as follows; Registered Nurse (RN), Licensed Vocational Nurse (LVN), or a Licensed Psychiatric Technician (LPT). DOT is suited for inmates that are on Keyhea medication orders, narcotics, or as ordered by the prescriber when an inmate has a history of non-compliance with medication regimen (i.e. hording, checking or turning their back in the cell during medication administration). For all condemned inmates the following procedures will be adhered to:
1. A licensed health care staff shall administer the medication to the inmate. Inmate will have water at the cell door; licensed Health care staff shall place the medication through the food port. The inmate will take the oral medication into his mouth followed by adequate amount of water to swallow all pills. The inmate shall be observed by the licensed health care staff and the escorting officer while swallowing prescribed oral medication.

2. Inmates who do not comply with the DOT procedure shall be removed from their cell to an area with adequate lighting to verify medication delivery.

3. For inmates that have a history of being non-compliant with the DOT procedure, the prescriber may order DOT medication, in tablet or capsule form, to be crushed or emptied into water or juice unless prohibited by specific medication requirements.

c. Nurse Administered Medication Procedures in the Condemned housing units:

1. Licensed Health care staff shall administer the medication to the inmate. The inmate shall be observed to reasonably ensure that the inmate has swallowed the prescribed medication.

   In order to ensure that the Licensed Health care staff can reasonably ensure that they have swallowed the prescribed medication, the following procedures will be adhered to:

   A. The inmate will be instructed to turn his cell lights on.
   B. The inmate must approach the cell door with a cup of water to swallow the medication.
   C. The food port will be opened and the medication will be handed to the inmate.
   D. The inmate will be required to put the medication in his mouth, take a drink of water, and swallow; without moving away or turning away from the cell door.
   E. The inmate will be required to open his mouth, lift his tongue, and do a finger sweep between the teeth and lips to ensure the medication has been swallowed.

2. In those instances where Health care staff cannot see through the cell door, the inmate shall be removed from the cell.

3. The licensed Health care staff shall notify in writing, the Primary Care Physician (PCP) or psychiatrist of any suspicion that the inmate is not swallowing the medication. The PCP or psychiatrist shall evaluate the need for DOT and/or a change in the medication regimen.

d. Procedures for No-Shows / Refusals:
An inmate who refuses for three (3) consecutive days of Nurse Administered or DOT shall be referred to the Medical Scheduler for an appointment with the prescriber for medication follow-up counseling. The referral shall be initiated on the third day in the seven (7) day period.

e. The medical examining office is set aside for use by the doctor, located in the East Block rotunda. Additionally, there is an RN triage clinic and an RN nurse’s station also located in the East Block rotunda.

f. Inmates referred to the doctor will be brought to the designated office, one at a time, after an unclothed body search is completed. Upon completion of the examination, the inmate will again have an unclothed body search and then will be returned to his cell before another inmate is released.

g. It is anticipated that most medical problems will be handled in the unit. If prescription medication is required, the visiting doctor will so indicate on the inmate’s medical records. The LVN assigned to the unit will process the prescription and make appropriate delivery. All medication will be retained in the possession of the LVN and issued per doctor’s orders by the LVN.

h. Inmates requiring medical attention which cannot be taken care of by the unit doctor (x-rays, laboratory work, minor surgery, specialty clinic appointments, etc.) will be escorted to the institutional infirmary in accordance with doctor’s orders.

i. Emergency medical problems will continue to be taken care of at any time by either a telephone call to the Triage and Treatment Area 5504, for an LVN, or by the unit staff escorting the inmate directly to the clinic.

j. Per Penal Code Section 3600 (b) (4), in cases where a condemned inmate whose medical or mental health needs are so critical as to endanger the inmate or others may, pursuant to regulations established by the Department of Corrections and Rehabilitation, be housed at the California Medical Facility (CMF) or other appropriate institutions for medical or mental health treatment. The condemned inmate shall be returned to the institution from which he was transferred when the condition has been adequately treated or is in remission. Such temporary transfers require prior approval of the Health Care Manager, Deputy Director Health Care Services, and the Chief Classification Services. Approval by healthcare services and the creation of a “mini” DRB which will be completed by the C&PR of main records will be required.

k. For those cases requiring emergency or specialized medical treatment in local community hospitals, custodial transportation and coverage for inmates will be provided in accordance with the policy and procedure detailed in DOM Section 62070.9.3. In the case where a condemned inmate is being transferred to an outside hospital or another institution, the following procedure for transfer of medication during R&R processing will be adhered to.
I. Transfer of Medication:

On the day of departure, housing unit staff shall instruct any condemned inmates scheduled for transfer to take their self-administered medications to R&R. The RN in R&R will verify the inmate’s doses prior to transport. Over the counter medication shall be packed in the inmate’s personal property. Medication that is no longer in the original container and cannot be identified shall be confiscated and an Inmate Property Inventory, CDCR Form 1083, shall be provided to the inmate.

Sec. 421. Specialty Clinics

a. Specialty clinic appointments shall be made by the unit LVN or the examining physician. Appointments will be kept.

b. Inmates who have specialty clinic appointments shall be escorted by staff at the time specified. The restraints used on condemned inmates will not be removed; however, medical exceptions may be made if the infirmary sergeant notifies the unit lieutenant and approval is given by the unit lieutenant or Captain. The infirmary sergeant or appropriate supervisory staff must be present at the time of the restraint gear removal.

Sec. 422. Dental Services

a. Condemned inmates will be referred to the Dental Department by the LVN.

Inmates will be escorted to the Dental Department by clinic escort staff who will remain with the inmate at all times until returned to the unit. Restraint gear of condemned inmates will not be removed without the prior approval of the unit lieutenant or Captain. The infirmary sergeant or appropriate supervisory staff must be present at the time the restraints are removed.

All condemned inmates must have a full dental screening within 90 days of arrival at San Quentin State Prison.

Sec. 423. Psychiatric Services

Staff assigned to the Condemned Units need to remain vigilant in recognizing suicidal symptoms displayed by inmates assigned to their tier and seek evaluations from the psychiatric department. Sergeants on all shifts will present training in recognizing, preventing and handling inmate medical and psychiatric emergencies, prompt notification of medical staff is an integral part of this process.

Training is provided in the annual Off Post Block training. Additionally, the assigned unit psychiatrist may present a review, when necessitated by staff turnover in the unit.
When a tier officer observes an inmate’s actions/behaviors, which indicate possible acute psychiatric needs, the inmate patient should be escorted to a holding cell where he can be observed by custody while an officer calls the On-Call Crisis Psychologist and waits for a formal evaluation. The officer can also, during this time, fill out a Request for Mental Health Referral Chrono 128-MH5. Psychiatric concerns will include, but are not limited to, self-injurious behaviors such as; cutting on themselves, banging their head against the wall/bed frame, etc., rapid punching, and/or delirious behaviors including confusion, being unaware of who he is, where or why he is here, etc.

Sec. 424. Urgent Medical/Psychiatric Services

a. Medical Services. It is anticipated that most medical situations will be managed within the institution. In cases requiring urgent or emergency medical treatment not available at San Quentin, approval may be granted for a temporary transfer to an alternate institution where appropriate medical treatment can be given. Such temporary transfers require prior approval of the Director, the Chief Deputy Director, Deputy Director-Institutions, Chief Classification Services, and the Health Care Manager. For those cases requiring emergency or specialized medical treatment in local community hospitals, custodial transportation and coverage for inmates will be provided.

1. When a tier officer observes an inmate’s actions/behaviors, which indicate possible acute medical needs, the inmate patient should be escorted to the TTA, to be seen by Medical staff. Medical concerns will include, but are not limited to, non-responsiveness, vomiting, disorientation/delirium (including confusion, unawareness of who he is, where he is or why he is here, etc.).

2. If medical attention cannot be completed on the current watch, it is the responsibility of the unit sergeant to see to it that a copy of the evaluation request is made available to the sergeant of the oncoming watch. When this cannot be accomplished, the reasons must be clearly documented under ‘action taken.’

3. When completed, a copy will be given to the unit desk officer to attach to the unit log for the next shift. The original will be routed to the unit Captain.

b. Psychiatric Services. Inmates requiring emergency psychiatric treatment will be diagnosed and evaluated immediately by the Psychiatric Department. Inmates who are displaying bizarre behavior, signs of severe depression or suicidal behavior must be referred to the Psychiatric Department for alternate housing and observation until their condition becomes stable. In cases requiring urgent or emergency psychiatric treatment not available at San Quentin, per Penal Code Section 3600 (b) (4), in cases where a condemned inmate whose medical or mental health needs are so critical as to endanger the inmate or others may, pursuant to regulations established by the Department of Corrections and Rehabilitation, be housed at the California Medical Facility.
Article 6 - Inmate Attire

Sec. 425. General Rules Regarding Inmate Attire

a. Grade A inmates moving to and from cell areas will wear blue denim trousers
and blue chambray shirts with tails of the shirts tucked inside their trousers.
This will prevail in the counseling rooms, during interviews, to visits and
while being escorted to or from any area outside the unit. While being
escorted to the exercise yard or shower, Grade A inmates will only be allowed
to wear one (1) t-shirt, (1 pair) boxer shorts, (1 pair) socks and (1 pair) shoes
(all other clothing items will be carried by the inmate and put through the
Rapiscan prior to entrance to the yard). Blue denim coats and blue watch caps
will be allowed to be worn during inclement weather conditions and the
Condemned housing unit will provide clear rain gear to the yard upon request
from the inmate.

b. Grade B inmates housed in East Block only, moving to and from cell areas,
will wear blue denim trousers and blue chambray shirts with tails of the shirts
tucked inside their trousers. This will prevail in the counseling rooms, during
interviews, to visits and while being escorted to or from any area outside the
unit. While being escorted to the exercise yard or shower, Grade B inmates
will only be allowed to wear one (1) t-shirt, (1 pair) boxer shorts, (1 pair)
socks and (1 pair) shower shoes (all other clothing items will be carried by the
inmate and put through the Rapiscan prior to entrance to the yard). Blue
denim coats and blue watch caps will be allowed to be worn during inclement
weather conditions and the Condemned housing unit will provide clear rain
gear to the yard upon request from the inmate.

c. All Condemned inmates on the exercise yard will wear appropriate clothing.
With the exception of those Condemned inmates actively taking a shower on
the exercise yard, all Condemned inmates will be required to wear a pair of
boxer shorts and a t-shirt as a minimum.

d. No personal clothes will be worn out of the cell, except Grade A inmates may
wear approved personal clothing on the exercise yards.

e. Any Grade A and or Grade B ADA (DPW/DPO/DNM/DPV) inmates will be
authorized to carry their approved small mesh cosmetic/shower bags
(per Attachment B) to and from designated areas. Grade B ADA (DPW/DPO/DNM/DPV) inmates housed in the Adjustment Center will also be authorized to carry a small mesh cosmetic/shower bag to and from the designated areas.

Designated areas include but are not limited to; yard, shower, visits and medical appointments. These small mesh bags will be searched and x-rayed via the Rapiscan per standard procedure to ensure staff and inmate safety and security.

If there are any questions regarding whether the inmate is approved to carry the mesh bag please contact the unit lieutenant immediately before taking action.

Sec. 426. State-Issued Inmate Clothing and Linen

a. Each inmate shall be provided state clothing and linen pursuant to this section. Each item issued shall remain state property for which the inmate shall be accountable. State items shall be recalled and exchanged as directed by the Warden.

b. Inmates shall possess only those items of state clothing and linen issued to them. Below are the standard inmate issues:

<table>
<thead>
<tr>
<th>Item</th>
<th>Grade A</th>
<th>Grade B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Jeans, blue denim trousers</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2. Blue chambray shirt</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3. Boxer shorts, (white)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>4. Socks, pairs</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>5. Belt-web, black or blue</td>
<td>1*</td>
<td>0</td>
</tr>
<tr>
<td>6. Pajamas or gowns</td>
<td>1*</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>* Permissible for grade A only if issued by CMO per128-C</td>
<td></td>
</tr>
<tr>
<td>7. T-shirt (white)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>8. Jacket, blue denim</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>9. Shoes (pair)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>10. Watch cap</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>11. Towels</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>12. Sheets (2 pairs)</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>13. Pillow case</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>14. Blankets</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

c. An inmate will be provided his full issue of clothing unless a reduced issue is ordered by Mental Health staff.

If an inmate is on suicide watch, suicide precaution, or suicide follow-up and a Psychiatrist or Psychologist determines that allowing an inmate to maintain his full issue of clothing places the inmate at a heightened risk of suicide, the inmate can be placed on clothing restriction. Clothing restriction cannot be ordered by a staff member lower in rank than the Captain.
d. When an inmate is placed on clothing restriction some of the above referenced clothing items may temporarily be withheld from the inmate. In all instances of clothing restriction, the inmate will be housed in the Adjustment Center. Clothing restriction shall be imposed for security reasons only and shall not to exceed ten (10) days, unless the Institutional Classification Committee (ICC) approves an extended period of time.

e. Inmates shall possess only those items of personal clothing specifically authorized by the Warden and acquired pursuant to these regulations.

f. During interdepartmental transportation, male inmates shall wear an orange, one-piece outer garment and shall wear state-issued shoes, socks, and underclothes.

g. Inmates transported for appearance in court shall wear clean state-issued clothing, unless otherwise ordered by the court.

Sec. 427. Neatness

a. Inmates shall be appropriately clothed at all times, consistent with the specific unit, work or program activities and as directed by staff. Inmate clothing shall be worn in the manner in which it was manufactured to be worn.

Article 7 - Inmate Mail

Sec. 430. General Policy

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 are 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.

d) All CDCR 1074 Request for Correspondence Approval forms shall be reviewed by the Investigative Services Unit (ISU) for recommendation of approval or disapproval. The reason for the recommendation shall be documented on the CDCR 1074 form. This recommendation shall be considered by the supervising authority prior to a decision being made regarding correspondence approval.
c) All approved CDCR 1074 Request for Correspondence Approval forms shall be reviewed annually to ensure that the approval for correspondence continues to be appropriate.

f) The approval to correspond may be revoked due to disciplinary violations involving correspondences between the inmates/parolees or as a result of a classification action based on safety and security. Any such restriction, or revocation of approval, shall be communicated to inmate(s)/parolee(s) and to the warden(s)/parole administrator(s) of the institution/facility where the inmate(s)/parolee(s) are housed.

Sec. 431. Plan of Operation

Refer to OP.0212 Inmate Mail and OP 0.1033 Express Mail.

Article 8 - Canteen

Sec. 445. Canteen Processing

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.

**Grade A and Grade B Canteen Procedures:**

a. Grade A condemned inmates will be allowed to draw/order $220.00 per month. Grade B condemned inmates will be allowed to draw $55.00 per month.

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

c. Condemned inmates will be limited to those items listed on the respective (Grade A or B) condemned canteen list.
d. Inmates must have their cducats in one week prior to the draw. East Block draw order is as follows:

1st Draw – 1st, 2nd and 3rd Bay side tiers  
2nd Draw – 4th & 5th Bay side tiers, 5th Yard side tier  
3rd Draw – 1st, 2nd, 3rd & 4th Yard side tiers

e. All canteen bag orders will be filled by the canteen officer. Each bag will be opened for inspection by the tier officer upon delivery of canteen to inmates. All Grade B merchandise will be placed in approved containers.

f. 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.

g. There will be no make-up draw/order for items that are out of stock.

h. If there are any discrepancies between what the inmate ordered and what was received, the entire order is to be returned to the canteen office. The canteen officer will then clear up any discrepancies before redistributing that inmate’s order.

i. When an inmate submits a Grade A order form during his draw week and then his housing status changes to Grade B, his entire order will be returned to the canteen office. All money will be returned to the inmate’s account. The inmate can then draw a Grade B order on the 3rd Draw that month or the following month if 3rd Draw is already completed.

j. Requests for NSF envelopes will be picked up on Mondays. Envelopes will be passed out later in the week. If an inmate puts in a request but does not receive back any envelopes, it is because he does NOT qualify to receive them.

k. Requests for NSF Legal Supplies will be picked up on Mondays. Requests will be filled and passed out later in the week. The amounts of supplies given out will be at the canteen officer’s discretion and dependent upon inventory available. If an inmate puts in a request for supplies but does not receive any, it is because he does NOT qualify to receive them.

Article 9 - Quarterly Packages

Sec. 446. Package Procedures

The inmate package procedure shall meet the DOM requirements and shall proceed as follows:
a. Packages shall be picked up weekly (days may vary due to holiday schedule and/or inclement weather conditions).
b. Inmate packages shall be distributed by the property officers once a week on the tiers.
c. Unit tier officers shall see that the inmate packages shall be distributed the day it is placed on their tier.
d. The tier officers shall verify the contents of the package in the presence of the inmate recipient. Anything other than food and/or cosmetic type items found in the package will be confiscated and placed on disposition to be mailed home at the inmate’s expense or donated per institutional procedures.

e. Inmate recipient will then sign the Tier Property Folder for the package.

f. Once the packages are passed out on the tier, the tier officer will return the Tier Property Folder to the property officers.

Grade A Condemned inmates are allowed one (1) food and cosmetic package per calendar quarter.

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.

The inmate is responsible for ensuring he receives only one (1) package per quarter (Grade A) or one (1) package per 365 day period (Grade B).

Sec. 447. Religious-Special Purchase Orders

All orders must be submitted on a Special Purchase Order Form (SPO - CDC-1060).

Orders shall include either the catalog the item is being ordered from or photo copies of the page(s) showing the item(s) being ordered and a copy of the inmate’s religious chrono showing items allowed for that specific religion.

All Chaplains and/or religious facilitators shall produce a list of ALL authorized religious artifacts or items that will be allowed for that specific religion. This list will be forwarded to the Captain of the Specialized Housing Division, the Property Officers for the Specialized Housing Division, and to the Associate Warden of Central Services. Only the items denoted on these lists will be authorized to be purchased.

Chaplains and/or religious facilitators shall also provide a listing of all inmate participants in each specific religion to include their names, California Department of Corrections and Rehabilitation (CDCR) number and housing assignment. Furthermore, the Chaplains and/or religious facilitators shall indicate the approximate amount of materials necessary to be ordered, in specific quantity, when an artifact is to be manufactured by the inmate participant in an effort to limit supplies to reasonable personal usage total. Items will not be authorized to be purchased in excess quantity at any time.

Any items, which are offered by a CDCR approved vendor, MUST be ordered from the CDCR Approved Vendor catalog.

All orders will be submitted to the Unit Property Officer for approval. Once the SPO has been approved by the Unit Property Officer and Captain, the SPO will be
returned to the inmate for ordering. SPO’s shall be ordered for the quarter in which the SPO was approved in.

When the order arrives at San Quentin it will be delivered by the Unit Property Officer on the inmate’s normal tier pass out day. At this time, the inmate MUST produce their copy of the pre-approved SPO which has both the Captain and Unit Property Officer’s signature.

ONLY pre-approved item(s) will be issued. Any item(s) included that have not been pre-approved will be considered contraband and donated or disposed of per institutional procedure.

Failure to produce an approved SPO will result in the item(s) being confiscated and returned to the vendor at the inmate’s expense or donated and disposed of per institutional procedure.

NOTE: At the time of delivery, all item(s) will be inspected for safety and security concerns and can be disallowed based on the findings at that time.

Article 10 – Inmate Appeals

Sec. 450. Right to Appeal

For the CDCR approved appeals process refer to CCR, Title 15, Section 3084-3084.9.

Sec. 457. Americans with Disabilities Act

No qualified inmate with a disability (as defined in Title 21, U.S.C. section 12102 shall), by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the department, or be subjected to discrimination.

a. Reasonable Modification or Accommodation Request, CDCR Form 1824 (1/95). If otherwise qualified or eligible, inmates with disabilities as defined in Title 21, U.S.C. section 12102 may request reasonable modification or accommodation to achieve access to a program, service, or activity offered by the facility, or may grieve an issue of alleged discrimination based on disability, by completing a CDCR Form 1824. The inmate shall complete the front side of the form and forward it to the appeals coordinator’s office. The form shall be screened in accordance with the screening criteria and, if it meets the initial screening criteria, is logged in the Inmate/Parolee Appeals Log, CDCR Form 645 (7/77), with the status of a first level of review.

b. If dissatisfied with the decision rendered on the CDCR Form 1824, the appellant may, within 15 days of receipt of the decision, appeal to the second level of review by attaching the original request form, CDCR 1824, to an Inmate/Parolee Appeal Form, CDCR Form 602 (rev. 12-87), and completing section “F” of the CDCR Form 602.
c. Other provisions pertaining to inmate or parolee appeals not addressed in this section shall apply.

**Article 11 - Record Keeping**

**Sec. 460. Purpose and Goals**

Records are essential in the overall management of the condemned unit. Accurate accountability of inmate property, program services, and unit security will be achieved by proper documentation on approved forms. Among the various records maintained in the unit are the following:

I. Isolation/segregation log  
II. Inmate tier rosters  
III. Master Yard List  
IV. Inmate Property Inventory/Disposition log  
V. Security inspection roster/Cell Search/bar check log  
VI. Individual CDCR 114A  
VII. Exhibit Bs

**Sec. 461. Isolation/Segregation Log**

The bound volume CDCR 114 usually referred to as the “log book” is an integral part of the activities record. It does not substitute, however, for other required records such as the CDCR 114A forms and CDCR 115 forms, within the unit. This log is utilized for all inmates within the Condemned housing units. All staff is expected to make entries as well as meet the administrative and legal requirements for keeping this record accurate and complete. Inmates are never to be permitted to make entries or corrections in the log. By name, number and cell, a roster is prepared daily for all inmates assigned to the unit. The first watch sergeant prepares this roster at the beginning of the shift from information recorded during the previous twenty-four hours. Using one page for each tier, the names and numbers in numerical order of celling are entered and the page is initialed to indicate the listings are accurate. Inmate movement in and out of the unit will be recorded in the CDCR 114. All staff entering the unit will sign in and sign out upon exiting.

**Sec. 462. CDCR 114A**

The keeping of a daily record on these report forms is the responsibility of the officer assigned to the tier in which the condemned inmate is housed. Daily entries shall include; the inmate’s exercise periods, noted enemies, gang affiliations, records of bathing, shaving, clothing, meals, and linen exchange. Additionally, all supplies issued to the inmate will be logged, as well as notations concerning unusual behavior. The required records of those inmates being seen daily by a staff doctor or LVN will be entered in the log book and the CDCR 114A forms. Any additional staff contact such as disciplinary hearings, classification appearances and any interviews will be documented on the CDCR
114A. Completed CDCR 114A’s will be retained in the Condemned housing units, and at the beginning of the month collected and forwarded to the Associate Warden of the Specialized Housing Division.

At the end of each month, the first watch unit sergeant will alphabetize all completed CDCR 114A’s and carry them to the Associate Warden, Specialized Housing Division office. Every six (6) months the CDCR 114A will be forwarded to the institutional main records department.

Sec. 463. Behavior Reports

A CDCR 128-A chrono will be prepared by any staff member who has significant information to report about any inmate. Such data may include reports on acting out and erratic attitudes, behavior and social relations. A Rules Violation Report, CDCR-115, will be prepared when appropriate. A staff assistant will be assigned prior to CDCR-115 hearings for all vision, hearing and speech impaired inmates, as well as inmates assigned to CCCMS or EOP programs.

Article 12 - Exercise Yard Procedures

Sec. 467. Schedule

a. North Segregation Condemned Unit Grade A exercise groups will receive a minimum of 12 hours a week of outdoor exercise. Inmates assigned to North Segregation shall be allowed access to the tier area between the hours of 9:00 a.m. and 2:30 p.m. for exercise.

b. East Block Condemned Grade A inmates will be allowed access to outdoor exercise approximately five (5) hours per day, seven (7) days a week.

c. East Block Condemned Grade B will be allowed access to outdoor exercise approximately four (4) hours per day, three (3) days a week.

d. East Block Condemned Grade A will be allowed to outdoor exercise on the yard; five (5) hours per day, on a yard rotation schedule. This yard assignment will be determined by the Specialized Housing Division Institutional Classification Committee.

e. Adjustment Center Grade B inmates will be allowed to outdoor exercise approximately four (4) hours per day, three (3) days per week.

Sec. 468. Disability Placement Program

Inmates may participate in all regular yard activities consistent with their respective yard groups and their physical abilities. All hearing, vision, and mobility impaired inmates will wear the departmentally approved “yellow vest” when movement is required outside their respective cell. Medical staff will document on a CDCR 128-C 3 if there is any restriction prohibiting regular yard activities.
Sec. 469.  Exercise Supervision

**East Block:**
The exercise yard is wholly supervised by the yard gun correctional officer whose job is to maintain control of inmates by means of verbal command, by whistle, or by use of force in accordance with the Departmental Use of Force Policy. Violation of out-of-bounds areas will be enforced.

In the event of an alarm on the yard, the initial response at the sounding of the alarm, all inmates (unless medically unable and documented with a medical chrono) on all East Block yards will lie down in a prone position. This will allow for responding staff to respond to the alarm. All inmates in the affected areas of the alarm will remain in a prone position until the alarm has concluded and staff has announced for inmates to resume normal program or given further directions. When staff has determined that inmates in areas far removed from the incident pose no threat and responding staff finished passing through the area, inmates will be instructed by staff to recover to a sitting position.

Failure to follow this procedure will result in progressive discipline by East Block staff. It is everyone's responsibility to maintain a safe and secure atmosphere for staff and inmates alike.

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

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.

Inmates will stay clear of the sallyport. Inmates going into the “Out of Bounds” area during escorts will be considered an act of aggression.

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.

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.

Inmates in the SMY will not pass or “fish” items to other inmates. The no-passing policy will be strictly enforced.

Inmates requesting to be removed from the exercise group yards or SMY will forfeit their yard for the day.
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-128A explaining this.

Inmates will only wear boxer shorts, a T-shirt, shower shoes, and socks to and from yard.

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.

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 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) – East Block only
- or -
1 pair of grey sweat pants (State-issued or personal) – East Block only
1 white jumpsuit (ASU Only)
1 grey sweat shirt – East Block Only
- 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 inmates who violate any of these policies or procedures, 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 violations.

Sec. 470. Emergencies

In the event of a serious disturbance or emergency, the unit sergeant will direct and supervise unit personnel and other institutional staff as required by the seriousness and continuation of the incident. The unit sergeant, or designated officer, will make the necessary telephone or verbal calls in order to notify the unit lieutenant, Captain, 4-Post, and the watch commander.

Sec. 471. Yard Release Procedures

a. Yard Search. Once the yard gun person(s) are in position, the unit officers will conduct a search of the exercise yard prior to inmates being released. Particular attention will be paid to missing pieces of wire from the cyclone fence around the yard. After the yard search is completed, officers will place exercise equipment in the yards; i.e. basketballs, handballs, punching bags, gloves, and other exercise items.

b. North Segregation Yard Release. When it is time for yard release, Grade A inmates who request yard exercise, will have their cells keyed open by the tier officer. After the tier officer leaves the tier, the front and back bars will be pulled, allowing inmates to exit their cells and go to the yard. This will be done under the supervision of the tier officer and the assigned gun rail officer.

c. Adjustment Center and East Block Yard Release. Yard release will be made by individual cell release on each tier. All inmates will be subject to an unclothed body search in their cells. All clothing passed through the food port will be searched by the escort officer. All condemned inmates will be placed in mechanical restraints prior to their exiting the cell (see Adjustment Center Orientation packet for the cuffing policy). The inmate will be under direct and constant supervision at all times. Adjustment Center Condemned Grade B inmates are searched a second time in the holding cell and scanned with a metal detector prior to the yard release.

d. Execution Day. There will be no yard exercise on the day prior to and the day of a scheduled execution.

e. Grade A inmates will not be required to submit to a search when going to or from the outside exercise yard in North Segregation unless deemed necessary by unit staff. Grade A inmates housed in East Block will undergo an unclothed body search prior to being released from their cell.

f. East Block gun rail officers are needed to provide continuous gun coverage of the movement of the tier and down the staircase.
g. Condemned Grade B inmates housed in the Adjustment Center will be subject to an unclothed body search prior to and after the exercise yard.

h. Medication is only allowed to be taken to yard with a valid medical chrono.

i. Any personal item(s) confiscated from an inmate(s) going to yard will be given a property receipt and item(s) will be sent to the property officer. The inmate can either donate item(s) or send the property officer a trust withdrawal slip to send the item(s) out. The inmate has fifteen (15) days from the day the item(s) were confiscated to submit the trust withdrawal slips to property.

j. All inmates are expected to comply with these procedures. Inmates who fail to comply with these procedures will not be processed for yard release:

I. All inmates going to yard will have their light on, their mattress rolled back, and standing at the cell front. If the inmate is standing at cell front but not prepared, this will be an automatic yard refusal.

II. Prior to exiting their cells, all inmates will stand in the front of their cells for visual observation and an unclothed body search will be conducted by the escorting officer.

III. Before being searched, each inmate will hand through the cell’s food port opening all clothing and items which are intended to be taken to the yard. The escorting officer will perform a search of these items.

IV. After completing the search of clothing and articles, and the unclothed body search of the inmate, the escorting officer will return to the inmate two (2) pairs of state issued undershorts, one (1) state issued T-shirt, one (1) pair of state issued socks and one (1) pair of tennis shoes to be worn by the inmate when he exits the cell.

V. No other clothing items are to be worn by any inmates when exiting their cells.

VI. Once the inmate has dressed in shorts and shoes, the inmate will back up to the cell’s food port opening through which the escorting officer will apply a pair of state issued regulation handcuffs on the inmate’s wrists.

VII. After ensuring that the handcuffs have been properly applied and secured, the officer will then double lock the handcuffs.

VIII. Any medical chronos for modified handcuffs, or waist restraints will be adhered to. Leg restraints will be used in a manner only approved by CDCR and for no reason shall leg restraints be used in place of handcuffs or waist restraints.

IX. Whenever being released from their cells, all inmates are to remain with their backs facing the cell door and officer, to afford continuous observation of their handcuffs.

X. Inmates are responsible for keeping the proper spacing on the stairwell during yard release. Proper spacing is one inmate at the top of the stairs and one inmate at the bottom. As the inmate is walking to and from their assigned yard there will be no stopping along the way, for any reason, unless directed by staff. If the inmate fails to
follow the procedures set forth, a CDCR Rules Violation Report (CDC 115) will be issued to the said inmate.

XI. All items taken to the yard will be handed to the officer for searching. Inmates will provide all items they are taking to the yard to the officer at the Rapiscan Machine to be processed through the scanner. At no time will an inmate be allowed to take anything to the yard that has not been scanned first.

The following are allowable items to be taken to the yard by Grade A inmates:

**Grade A Inmates Authorized Items for Use on the Yards:**

a. 2 pairs of boxer shorts (white or gray)
b. 1 T-shirt (white or gray)
c. 1 pair of socks
d. 1 pair of state issued denim pants
e. 1 state issued shirt
f. 1 pair of shoes (state or personal)
g. 1 pair of shower shoes
h. 1 state issued towel
i. 1 cap (watch or ball)
j. 1 state issued jacket
k. 1 pair of thermals or sweats (white or gray)
l. 1 tumbler w/lid
m. 1 small amount of beverage mix (this will be consumed on the yard and will not be allowed back into the housing unit)
n. 1 religious medallion
o. 1 bible
p. 1 wedding band
q. 1 soft palm comb
r. 1 bar of soap
s. 1 pair of prescription glasses or sunglasses
t. Legal work or EBAC board member paper work limit to one manila envelope (8 ½ x 11)
u. 1 state issued sack lunch (this item will not be allowed back into the housing unit, it must be consumed on the yard)

The following items are allowable items to be taken to the yard by Grade B inmates:

**Grade B Authorized Items for Use on the Yards:**

a. 2 pair of boxer shorts (white or gray)
b. 1 t-shirt (white or gray)
c. 1 pair of socks
d. 1 pair of state issued denim pants
e. 1 state issued shirt
f. 1 pair of shoes (state or personal)
g. 1 pair of shower shoes
h. 1 state issued towel
i. 1 cap (watch or ball)
j. 1 state issued jacket
k. 1 pair of thermals or sweats (white or gray)
l. 1 small amount of beverage mix (this will be consumed on the yard and will not be allowed back into the housing unit)
m. 1 state issued sack lunch (this will be consumed on the yard and will not be allowed back into the housing unit)

Grade A inmates will continue to enter and exit the yard in boxers and t-shirts and only carrying the items they are allowed to take to the yard. Grade B inmates housed in East Block or the Adjustment Center will enter and exit the yard in boxers and carrying the items they are allowed to take to the yard. T-shirts will not be permitted to be worn during escort to and from yard by condemned Grade B inmates.

With the exception of Medical and/or Mental Health appointments, inmates will not be afforded yard upon return from any other appointment or ducat, and will be returned to their cells.

Article 13 - Telephone Procedures

Sec. 475. Definitions and General Policy

a. Definitions:

1. An “emergency call” means a telephone call regarding the serious illness or injury, or the death of an inmate’s immediate family member.

2. A “confidential call” means a telephone call between an inmate and his/her attorney, which both parties intend to be private.

3. An “inmate telephone” means a telephone designated solely to accommodate inmate-originated non-confidential personal calls.

4. An “intra-facility telephone” means a telephone, which is not capable of direct-dial connections to telephones outside of the facility.

5. A “prison telephone” means a telephone that is capable of outside access and is not monitored or recorded.

b. Facilities shall provide inmate telephones for use by Grade A condemned inmates. Inmates may place collect telephone calls to persons outside the facility at designated times and on designated telephones, as set forth in local procedures. Limitations may be placed on the frequency and length of such calls based on the inmate’s grade assignment as outlined above and to ensure equal access. Telephone calls requiring the use of a Telecommunication Device for the Deaf (TDD) or voice relay service shall have extended time scheduled due to the time delay which results from the TDD relay process. The TDD for inmates is located in Four Post.

c. An inmate shall not:
1. Use an intra-facility telephone except as specifically required or authorized by staff.
2. Use a telephone capable of direct-dial connection with a public telephone system, except as authorized by staff.
3. Charge a call to a credit card.
4. Place a third party call.
5. Ask the operator for an emergency interruption.
6. Place a call to an "800," "900," "976," "911," "411," or other special service number. Inmates that have a verified need to utilize the (1-800) TDD or relay service shall notify the correctional staff to facilitate the (1-800) TDD call.
7. Place a call to an inmate at any other facility.
8. Place calls to victims, peace officers, or other persons who have made an official written request not to receive telephone calls.

d. Except as provided in this section, no limitation shall be placed on the identities or relationships of persons to whom an inmate may place a collect call.

e. All inmate calls placed on intra-facility and inmate telephones may be subject to monitoring and recording at any time by institution staff.

f. If staff designated by the institution head determines that an incoming call concerns an emergency or confidential matter, the caller’s name and telephone number shall be obtained and the inmate promptly notified of the situation. The inmate shall be permitted to place an emergency or confidential call either collect or by providing for the toll to be deducted from the inmate’s trust account. A confidential call shall not be made on an inmate telephone and shall not be monitored or recorded.

1. Confidential calls may be approved on a case-by-case basis by the institution head or designee only upon written request from an inmate’s attorney on the attorney’s office letterhead stationery. The date, time, duration, and place where the inmate will make or receive the call, and manner of the call are within the discretion of the institution head. A confidential call from an inmate shall be placed from a prison telephone or, with appropriate authentication of the caller, may be received from an attorney.

2. It is within the discretion of the Warden to approve or deny a confidential call. As long as the attorney/client communication privilege is not violated, a confidential call may be denied where the Warden determines that normal legal mail or attorney visits were appropriate means of communication and were not reasonably utilized by the inmate or attorney. Where demand for confidential calls seriously burdens institutional operations, the Warden or his/her designee, shall prioritize confidential calls.
3. Emergency calls on prison telephones between an inmate and an immediate family member shall be approved or denied on a case-by-case basis by staff designated by the Warden.

h. Telecommunication Device for the Deaf (TDD) telephones shall be made available to condemned Grade A/B inmates with a documented severe hearing impairment for personal, emergency and confidential calls; which shall be subject to the provisions of this section. The Telecommunication Device for the Deaf (TDD) is located inside Four Post inventory equipment cage.

1. Assistive device telephones and additional time on telephones may be necessary to provide accommodations for inmates and their callers with disabilities.

2. The facility shall provide for the procedures necessary to ensure effective telephone communications for inmates with disabilities and/or the disabled person(s) with whom they are communicating.

i. All calls made on inmate telephones may have an announcement before and at random intervals during the calls stating that the call is from an inmate at a California state correctional facility and is being recorded.

Sec. 476. Appellate Attorney Telephone Calls

In the event an Attorney of Record calls the unit correctional counselor I or the Legal Affairs Coordinator requesting an attorney phone call with their client, the following procedure is to be followed:

a. The attorney must be listed as appellate counsel.

b. The CDCR coordinating staff member is the Legal Affairs Coordinator.

c. Telephone numbers of Attorneys of Record must be kept current on an appellate counsel roster. This roster will be maintained by the Deputy State Public Defender's Office who will provide the information to the San Quentin Chief Deputy Warden and Legal Affairs Coordinator.

d. If a confidential call is requested the Legal Affairs Coordinator will arrange the call via the Correctional Counselor II or unit lieutenant. Grade A Condemned inmates will utilize the tier telephone to return attorney calls for non-confidential, routine matters.

e. Condemned inmates shall be monitored at all times; however, providing a confidential environment to conduct the call is necessary.

f. All phone calls will be made on a collect basis.

Sec. 477. Inmate Tier Telephone for North Segregation & East Block
a. Only Grade "A" condemned inmates may use the tier telephone.

b. In North Segregation, the telephones will be turned on from 0730 hours to 1330 hours. In East Block, the telephones will be on the tier from 0730 – 1330 hours and again at 1730 – 2100 hours.

c. The East Block tier phones are delivered to the inmate’s cell by the tier officer.

d. Telephone time slots will be at 15 minute intervals.

e. The tier officer will be responsible for the telephone lists. The tier officer will put together a telephone list on a daily basis by 7:15 a.m. that day.

f. Each inmate will be responsible for ensuring his name is listed at the time he is slotted to use the telephone.

g. Inmates may reserve up to three time slots at a time in advance.

h. Inmates will be allowed a minimum of two (2) 15 minute time slots a week.

i. Inmates may not give away their time slots to other inmates, however, all empty time slots will be filled from a “standby” list. These “standby” calls will be terminated at the time of the next regularly scheduled time slot.

j. All calls must be collect. Billing to a third party is not permitted.

k. In North Segregation, there will be no special unlocks to get an inmate out of his cell to use the tier telephone. It is the inmate’s responsibility to be sure he is on the tier at the normally scheduled unlock prior to his scheduled time slot.

l. Abusive or threatening statements made on the phone will result in disciplinary action.

m. All tier telephone calls will be monitored.

n. The overall security of the unit is first priority. Telephone calls may be cancelled at the unit sergeant’s discretion. The cancellation will be appropriately logged in the individual’s CDCR 114A by the unit sergeant or tier officer.

Sec. 478. Telecommunications Device for the Deaf (TDD)

Grade A inmates who have hearing or speech impairment (housed exclusively in North Segregation) will have orientation to the procedures related to the TDD by the unit sergeant. Respective inmates may make an appointment via the unit sergeant for TDD usage. Grade B inmates are not routinely afforded access to the
telephone. TDD telephone calls are not more than 15 minutes in duration. Use of the TDD will be supervised by staff which is located inside Four Post.

**Article 16 - Visiting Procedures**

Sec. 480.  **North Segregation, East Block and Adjustment Center**

a.  **Grade “A” Visiting Procedures**

1. Inmates currently assigned as Condemned Grade “A” are eligible for contact visits in the Main Visiting and in the East Block Visiting Room.

2. These visits are to last for a minimum of 2 ½ hours each, subject to space availability. Longer minimum visits may be obtained, with prior arrangement, in cases where the visitor must travel a distance of over 250 miles.

3. Visiting appointments are obtained by the visitor via the visiting staff.

b.  **Grade “B” Visiting Procedures**

1. Inmates currently assigned as Grade “B” Condemned inmates are ineligible for contact visits.

2. Adjustment Center Grade “B” inmates will be escorted from their unit to the non-contact visiting area of Main Visiting. Visiting time is for one (1) hour.

3. East Block Grade “B” inmates, will be escorted to the non-contact visiting area of Main Visiting and in the East Block Visiting. Visiting time is for one (1) hour.

c.  **Visiting Hours**

**East Block Grade A and North Segregation Grade A - Regular Visiting (Contact)**

North Segregation: Main Visiting Room: Thursday, Saturday & Sunday
8:00 a.m. - 2:30 p.m.

East Block: Main Visiting Room: Thursday, Saturday & Sunday
8:00 a.m. - 2:30 p.m.

East Block Condemned Visiting Room Saturday – Sunday
8:00 a.m. – 2:30 p.m.

**East Block Grade B (non-contact).**

Main Visiting Room  Thursday
<table>
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<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>Thursday</td>
<td>8:00-14:00</td>
</tr>
</tbody>
</table>
| East Block Visiting Room | Saturday - Sunday     
| Saturday    | 8:00-14:30     |
| Sunday      | 8:00-14:30     |

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

Adjustment Center Grade B (non-contact).

Main Visiting Room Thursday
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Main Visiting Room Saturday - Sunday
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<tr>
<td>Saturday</td>
<td>8:00-14:30</td>
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<tr>
<td>Sunday</td>
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</table>

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.

Holidays are included in all visiting day categories
1. Independence Day
2. Labor Day
3. Thanksgiving
4. Christmas Day
5. New Years

d. Location of Condemned Visiting

1. Grade “A” inmates housed in East Block will have pre-scheduled contact visits in the East Block visiting facility and in Main Visiting.

2. Grade “A” inmates housed in North Segregation will have pre-scheduled contact visits in the Plexiglas booths (located near the entrance/exit to the main visiting room) in the Main visiting facility.

3. Grade “B” inmates housed in East Block will have pre-scheduled non-contact visits in the non-contact visiting area of East Block Visiting and Main Visiting.

4. Grade “B” inmates housed in Adjustment Center will have pre-scheduled non-contact visiting area of Main Visiting.
5. The five (5) Plexiglas booths (located near the entrance/exit to the main visiting room) designated C-1, C-2, C-3, C-4, and C-5; are to be used for confidential contact visits between Grade “A” Condemned inmates and their attorneys. These visits will be scheduled through the attorney visiting scheduler.

6. East Block Grade “B” Condemned inmates will utilize the Main Visiting Attorney Rooms A-1, A-2 and A-3 for non-contact attorney visits in accordance with the visiting schedule. Adjustment Center Grade “B” inmates will utilize Attorney Rooms A-1, A-2 and A-3 for non-contact attorney visits. These visits will be scheduled through the attorney visiting scheduler.

e. Contact Visiting Procedures for Condemned Inmates

1. Visiting hours for Grade “A” is from 8:00 a.m. to 2:30 p.m., four (4) days per week. Visitors will not be admitted at the East Gate after 2:00 p.m.

2. Visiting appointments will be no less than 2 ½ hours in duration, and will be prescheduled.

3. East Gate Visiting Processing staff will notify the appropriate condemned unit when any visitor for a condemned inmate is processed into the institution. The main visiting/East Block visiting room staff will notify the unit when the visitor is secured in the visiting booth and the visiting room staff is ready for the inmate to be escorted to the visiting room.

4. All Condemned Grade “A” inmates will be escorted by at least one (1) condemned unit escort officer. Condemned Grade A inmates who have been identified High Risk cases shall be escorted by at least two (2) while outside of their housing unit.

5. For Legal and Personal visits, North Segregation inmates will be escorted from the North Segregation Housing Unit to the main visiting room via “the Tube” which is located between the Adjustment Center Exercise Yard and the North side of North Block Housing Unit. The Max Shack and the Adjustment Center yard gun will be notified by telephone prior to the escort leaving the North Segregation Housing Unit. In cases where the main visiting room visiting booths are booked to capacity, inmates that are housed in the North Segregation Housing Unit will be escorted to the East Block condemned visiting room through the south entrance of the East Block Housing Unit. The Max Shack, Yard Gun, and East Block Door Officer will be notified by telephone prior to the escort leaving the North Segregation Housing Unit. Upon entrance, the inmate will be escorted down the Bayside of the building to the north door leading to the East Block Visiting Room. Return will be via the same routes in reverse.

6. For legal visits Grade A condemned inmates that are housed in East Block Housing Unit will be escorted to the main visiting room via “the Tube”
which is located between the Adjustment Center and North side of the North Block Housing Unit.

7. On Saturday and Sunday’s personal visits for condemned inmates that are housed in East Block Housing Unit will be held in condemned visiting room. Staff shall escort the inmates out of East Side of the East Block Housing Unit via the exercise yard alley way into the condemned visiting room.

8. Upon termination of the visit, the inmate will be given an unclothed body search in a visiting security holding cell. The unit staff will escort the condemned inmate back to this unit.

9. Condemned Grade “A” inmates who have an execution date and who have been moved to the pre-execution cells, will be escorted by two (2) correctional officers and be in waist chain and cuffs. Their visits will be limited to the conference room in the main visiting room or a designated Plexiglas booth. Five (5) days prior to the execution date, the restraint gear (waist chain and cuffs) will remain on the inmate at all times unless the Warden orders otherwise.

10. Condemned inmates will not be permitted to go to yard after the completion of their visit.

Upon termination of the visit, the visitors will remain in the conference room, while the inmate is escorted to the security sallyport for an unclothed body search. Once the inmate has entered the security sallyport and undergoes an unclothed body search without incident, the visitors will be allowed to exit the conference room.

Upon completion of the unclothed body search, the inmate will be escorted back to his unit by two (2) correctional officers.

f. Psychiatric Testing

When psychiatric testing is contracted out, the testing will occur in the psychiatric testing room located in the Main Visiting Room.

a. Grade A Condemned inmates will not be restrained during the testing process.

b. Grade B inmates will be fully restrained in leg irons applied and waist restraints.

c. Grade B Condemned inmates will be fully restrained unless the clinician conducting the psychiatric testing requests that the inmate be unrestrained for any portion of the test. In these cases, the following procedures will be followed:
The Visiting Lieutenant will be contacted for approval.

e. The Visiting Lieutenant will contact the Captain of Specialized Housing Division to discuss the inmate’s case factors and determine appropriate security precautions.

f. Normally the Grade B inmate will be placed in a plexi-glass booth with the clinician and at least one custody staff member will remain outside of the booth. The inmate will be unrestrained and allowed to perform the necessary tasks within the plexi-glass booth. If the clinician is unable to complete the test under these conditions, the Captain, Specialized Housing Division will contact the Associate Warden, Specialized Housing Division for approval to remove restraints from the inmate in the psychiatric testing room. In these cases a minimum of 2 correctional Officer and 1 Correctional Sergeant will be present during the test. In all cases the inmate will remain in leg irons. If only one hand is needed to be unrestrained, the other hand will remain secured in the waist chains.

Sec. 481. 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.

f. Reasonable accommodation shall be afforded visitors and inmates with disabilities to facilitate their full participation in contact and non-contact visits.

Sec. 482. General Visiting Guidelines

a. Visiting is permitted only in designated areas and at designated times.

b. Inmates shall not be permitted to visit during the hours of their assignment to work.

c. No limitations shall be placed on the number of visitors approved to visit an inmate. However, limitations on the length and frequency of visits may be imposed to avoid overcrowding or the inequitable allocation of visiting time.

1. Grade A inmates shall not be permitted a contact visit with more than five (5) persons, including minors, at the same time. Groups of visitors in excess of five (5) may be accommodated only once per visit by means of rotation through the visiting area. Such rotation shall be considered a single visit in the event it is necessary to terminate a visit in progress.

2. Grade B inmates shall not be permitted a non-contact visit with more than three (3) persons, including minors, at the same time. Groups of visitors in excess of three (3) may be accommodated only one (1) per visit by means of rotation through the visiting area. Such rotation shall be considered a single visit in the event it is necessary to terminate a visit in progress.

d. Visiting with more than one (1) inmate at the same time, shall require that both inmates are approved to visit in the same visiting room, and that either:

1. The visitors and inmates are immediate family members; or

2. The visitor(s) has prior written approval from the institution/facility head or designee.

e. Inmates undergoing orientation processing shall be limited to non-contact visiting. If non-contact visiting cannot be accommodated because of physical plant limitations, the institution head shall take such limitations into account in establishing an alternative visiting plan.

f. Inmates assigned to Grade B Housing shall be eligible for non-contact visits only. Non-contact visits shall be scheduled in one-hour increments and may
be extended based on space availability. When overcrowding occurs, those who have visited at least one-hour and who have been visiting for the longest time may have their visits terminated.

g. During contact visits, the inmate and visitor may pass, exchange, or examine any item of property or consume food either party is permitted to bring into or purchase in the visiting area, except those items that are deemed to be contraband when in the possession of the 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 and photographs that are taken during the visit.

Sec. 483. Visiting Procedures

a. The institution head shall maintain visiting procedures for inmate visiting at each institution/facility.

b. Inmates shall be informed of local visiting procedures.

c. Inmates may refuse to see a visitor. Such refusal shall not result in removal of the visitor from the inmate’s visitor list. To remove a visitor from their approved visitor list, inmates shall submit a written request to the visiting staff. After six (6) months, the inmate may make a written request to have the visitor placed back on their approved visitor list. At this time, the visitor shall reapply for approval to visit by submitting a Visiting Questionnaire.

Sec. 484. Applying to Visit an Inmate

a. It is the inmate’s responsibility to forward a Visiting Questionnaire to any prospective visitor.

b. All adults seeking to visit an inmate shall provide a completed Visiting Questionnaire and obtain institution/facility approval before they may be permitted to visit with an inmate.

1. An emancipated minor shall apply as an adult visitor, and shall provide a certified copy of the court order granting emancipation.

2. A minor legal spouse of an inmate may apply to visit the inmate as an adult visitor with a certified copy of their marriage license.

c. Minor visitors shall have prior notarized written approval from a parent or legal guardian unless the minor applies as an adult as provided in (b) above. Except when prior approval has been obtained from the institution head or designee for an inmate to visit with his or her minor children or siblings without a chaperone, visitors under 18 years of age shall be accompanied by an adult who is also approved to visit.
d. It is a felony for any former prison inmate to come on institution/facility property for any reason, without prior approval of the institution head or designee. Requests must be made in writing and include a Visiting Questionnaire and a Certificate of Discharge. Parolees and prospective visitors under probation or civil addict outpatient supervision shall provide written proof of permission to make such a visit from their case supervisor.

e. The visiting approval application process shall include an inquiry of personal, identifying, and the arrest history information of the prospective visitor sufficient to complete a criminal records clearance applicant and a decision by the institution/facility designated staff to approve or disapprove based upon the information provided. This information is subject to periodic review by designated staff. Any change in the visitor’s name, address, telephone number, or arrest history must be reported and may require submission of an updated questionnaire in order to retain the status of an approved visitor. Approved visitors personal and/or legal will be required to update a Visiting Questionnaire every two years; however, shall be permitted to visit pending approval.

f. Previously approved visitors shall submit a new Visiting Questionnaire prior to visiting any inmate who has been returned to an institution/facility from parole or admitted into a substance abuse treatment control unit while on parole. The visitor shall not be allowed to visit prior to obtaining the institution/facility approval.

g. The applicant shall return the completed Visiting Questionnaire to the institution/facility via common carrier or personal delivery (except as provided in subsection (d) above) addressed to the attention of “Visiting”. Any questionnaire received by the visiting office directly from an inmate shall be disapproved. Approved visitors required to update information in accordance with (e) above, shall, absent information which would warrant immediate disapproval, be allowed to continue to visit pending review and approval/disapproval of the questionnaire.

Sec. 485. Approval/Disapproval of Prospective Visitors

a. The authority to approve or disapprove prospective visitors may be delegated by the institution head. This authority shall not be delegated below the level of a Correctional Sergeant or Parole Agent II.

b. Reasons for disapproving a prospective visitor include but are not limited to the following:

   1. The prospective visitor has outstanding arrests/warrants including a Department of Motor Vehicles Failure to Appear notice with no disposition from the court.
2. The prospective visitor has one (1) felony conviction within the last three (3) years or two (2) felony convictions within the last six (6) years or three (3) or more felony convictions during the last ten (10) years.

3. The prospective visitor has any one (1) conviction of the following types of offenses:

   A. Distributing a controlled substance into or out of a state prison, correctional institution/facility or jail.
   B. Transporting contraband (weapons, alcohol, escape and drug paraphernalia, etc.) in or out of a state prison, correctional institution/facility or jail.
   C. Aiding or attempting to aid in an escape or attempted escape from a state prison, correctional institution/facility or jail.
   D. The prospective visitor is a co-offender of the incarcerated inmate.

4. The prospective visitor is a former prison inmate who has not received the prior written approval of the institution head or designee. After one year from the date of a former inmate’s discharge from an institution/facility, or after discharge from parole or outpatient status, the institution head will only deny visiting by a former prison inmate for reasons that would apply to any other person as set forth in this article.

5. The prospective visitor is a supervised parolee, probationer, or on civil addict outpatient status and has not received written permission of his or her case supervisor and/or the prior approval of the institution head.

6. The identity of the prospective visitor or any information on the Visiting Questionnaire is omitted or falsified.

   A. If the prospective visitor has omitted information, the request to visit shall be reconsidered when the information is provided.
   B. If the applicant has falsified information no other request to visit shall be considered until six months after the date of disapproval.
   C. When positive identity cannot be established or clearing the criminal history of the prospective visitor is not possible due to inadequate or conflicting information, the visiting request will be reconsidered when positive identity is established.

c. The documentation of the approval or disapproval of an application to visit shall be in writing.

1. If the application is approved, the inmate shall be notified in writing and is responsible for informing their prospective visitor(s) of the institution/facility decision to approve the application.
2. If disapproved, the prospective visitor and inmate shall both be notified in writing. The prospective visitor’s notification shall include the specific reason(s) for disapproval and instructions regarding the process for reconsideration.

d. The prospective visitor may appeal the disapproval by following the established visitor appeal process.

e. Approval to visit an inmate is conditioned upon compliance with all laws, regulations, and procedures governing visitor conduct on institution/facility property.

f. There are no restrictions on the number of inmates that a visitor may be approved to visit at one or more institution/facility.

g. Any visitor approved for visiting at one institution/facility shall be approved to visit the same inmate upon transfer to another institution/facility provided the visitor’s approval status remains unchanged.

Sec. 486. 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 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.

Sec. 487. Visiting Restrictions with Minors
a. For inmates convicted of Penal Code (PC) Section(s) 261, 264.1, 266c, 285, 286, 288, 288a, 288.5, or 289 when the victim is a minor, visitation with the minor victim shall be prohibited, except as authorized by an order of the juvenile court pursuant to Welfare and Institutions Code Section 362.6. Visitation pursuant to such an order shall be limited to non-contact status.

b. For inmates convicted of PC Section(s) 261, 264.1, 266c, 285, 286, 288, 288a, 288.5, or 289 when the victim is a minor, visitation with any minor who is not the victim of the crime shall be limited to non-contact status.

c. For inmates convicted of PC Section(s) 269, 273a, 273ab, or 273d, visitation with the minor victim shall be limited to non-contact status.

d. For inmates convicted of violating PC Section(s) 187, 269, 273a, 273ab, or 273d, when the victim is a minor, visitation with any other minor shall be limited to non-contact status except as authorized by the Institution Classification Committee.

e. When an inmate has been arrested, but not convicted, of any crime involving a minor victim included in this Section, a classification committee shall determine whether all visitations with a minor(s) is to be limited to non-contact status. Unless otherwise prohibited, the inmate’s visiting status shall be unrestricted until a classification committee has done the following:

1. Made a case-by-case determination whether the inmate poses a threat of harm to minor visitors in contact visitation.

2. Considered the circumstances of the misconduct involving a minor victim in determining whether the inmate poses a threat of harm to minor visitors in contact visitation. In making its determination, the classification committee shall consider, but is not limited to, arrest reports, probation officer reports, court transcripts, parole revocation transcripts.

f. If a classification committee, when making a decision regarding the visiting status of an inmate described in (e) above, determines that the inmate will pose a threat of harm to minor visitors in contact visitation, it will order all the inmate’s visitation with minors be restricted to non-contact visiting status.

g. If an inmate disagrees with the decision of a classification committee, the inmate may file an inmate appeal via the CDCR Form 602 appeal process.

Sec. 488. Searches and Inspections

a. Any person coming onto the property of an institution/facility shall be subject to inspection as necessary to ensure institution/facility security including prevention of the introduction of contraband. Inspections may include a search of the visitor’s person, personal property and vehicle(s) when there is probable
cause to believe the visitor is attempting to introduce or remove contraband or unauthorized items or substances into, or out of, the institution/facility.

b. Visitors shall not be forcibly searched unless institution/facility officials possess a court issued warrant to conduct the search, or are being detained for unlawful actions or activities.

c. Visitors shall be required to submit to contraband and/or metal detection device(s), and a thorough search of all personal items, including inspection of a wheelchair, implant, prosthesis or assistive device, prior to being allowed to visit with an inmate.

d. Visitors with medically implanted or prosthetic devices who cannot clear the metal detection device and/or visitors who require the use of a wheelchair or other assistive devices for mobility impairment shall present a letter of verification signed by their physician, physiatrist, prosthesis', or an orthotist. The letter must confirm the mobility impairment, and/or the nature of the medically implanted prosthetic device and its specific location in/on the body, and the need for any assistive device. The authorization letter shall be renewed every two years.

e. Visitors who require the use of a wheelchair shall temporarily transfer to a designated institution/facility wheelchair, when available, while visiting staff conduct an inspection of the visitor’s wheelchair. Visitors who present a letter signed by their physician that confirms the need for using a battery powered or custom designed wheelchair shall be exempt from the requirement of transferring from their personal wheelchair. In such cases, the visitor shall permit an inspection of the personal wheelchair and allow a hand held metal detection device to be used.

f. Except as provided in subsection (b), if the search of any visitor’s person, property or vehicle exceeds that which is normally required for all visitors, the visitor shall be informed in writing of the reason for the search and the name of the official ordering the search. Consent shall be obtained from the visitor prior to the search.

g. A visitor who refuses to be searched shall be denied visiting for that day.

1. The inmate and the visitor who refused to be searched shall be notified in writing.

2. Future visits may be conditioned upon the visitor’s willingness to submit to a search prior to each visit for as long as institution/facility officials have probable cause to believe that the visitor will attempt to introduce contraband or unauthorized substances into the institution/facility.

Sec. 489. Standards of Dress for Inmate Visitors
a. Visitors are expected to dress appropriately and maintain a standard of
count during visiting that is not offensive to others. Consistent with the goal
of making visiting a safe, positive, constructive time for families and staff, the
following standards shall apply:

1. Visitors shall remain fully clothed at all times in the visiting room.

2. Appropriate attire includes undergarments; a dress or blouse/shirt with
skirt/pants/or shorts; and shoes or sandals.

3. For security reasons, no brassiere will have metal under-wires.

b. Prohibited attire consists of:

1. Clothing that resembles state-issued inmate clothing (blue denim or blue
chambray shirts and blue denim pants);

2. Clothing that resembles law enforcement or military-type clothing,
including rain gear;

3. Clothing or garments that:
   A. Expose the breast/chest area, genitals or buttocks;
   B. By design, the manner worn, or due to the absence of, excessively
allows the anatomical detail of body parts or midriff to be clearly
viewed;
   C. Are sheer, transparent or excessively tight;
   D. Expose more than two inches above the knee, including slits when
standing.
   E. Undergarments shall be worn beneath translucent clothing, under all
circumstances.

4. Clothing or accessories displaying obscene or offensive language,
drawings or objects.

5. Gloves, head coverings (except clear, see-through rain gear), and readily
removable wigs or hairpieces. The institution head or designee may grant
an exception for a visitor to wear gloves, head coverings, and/or readily
removable hairpieces or wigs, based upon verification of need. Written
approval shall be required prior to visiting and subject to staff inspection
during any visit. The institution head or designee may also grant a general
exception allowing visitors to wear gloves and head coverings based upon
weather conditions at the institution/facility.

6. Any other clothing, garment or accessory when worn in a manner that
would be prohibited in (b) (1) through (5) above.

Sec. 490. Standards of Conduct for Inmates and Their Visitors
a. Inmates and visitors shall comply with all laws, regulations, and institution/facility procedures. Any violation may result in denial, termination, suspension, restriction, or revocation, of visiting.

b. Accompanying adults shall ensure that minors remain under their constant control and supervision.

c. Nursing mothers shall be discreet and covered when breastfeeding their child in the visiting area. Failure to do so shall result in termination of visiting for that day.

d. Inmates and their visitors may hold hands.

e. At the beginning and end of each visit, inmates and their visitors may briefly embrace and/or kiss.

f. An inmate may hold his or her minor children. Inmates may also hold minor children accompanied by an adult.

g. Except as provided in this section, no other bodily contact shall be permitted.

Sec. 491. Denial, Restriction, Suspension, Termination or Revocation of Visits and Exclusion of a Person

The terms "approve," "disapprove," "deny," "restrict," "suspend," "terminate," "revoke," and "reinstate" as used in this article apply to actions which may be taken by the institution head or designee for the administration of visiting. The director or institution head may, for cause, exclude a person from entering institutions/facilities of the Department. All such actions are subject to the provisions set forth in this article.

a. The official in charge of visiting may deny an approved visitor access to an institution/facility, terminate, or restrict a visit in progress for the following reasons:

1. The visitor appears to be under the influence of alcohol, drugs or other substance to the extent that his or her presence in the institution/facility would pose an undue threat to his or her safety or the safety of others, or to the security of the institution/facility.

2. The visitor does not provide the identification and/or documentation required as set forth in these regulations.

3. The visitor refuses to submit to a search and inspection of their person or vehicles and property brought onto the institution/facility grounds.

A. Visitors who refuse to submit to an unclothed body search, where probable cause exists, shall have their visiting privileges denied for that day. Future visits may be conditioned upon the visitor's
willingness to submit to an unclothed body search prior to being allowed to visit. Such searches may be repeated on subsequent visits for as long as institution/facility officials have probable cause to believe that the visitor will attempt to introduce contraband or unauthorized substances or items into the institution/facility.

B. The willingness or unwillingness of the visitor to submit to a search shall not affect conditions or restrictions placed on an inmate’s visiting privileges by a disciplinary or classification committee unless the inmate is found in a subsequent disciplinary hearing to have been a conspirator to smuggle contraband into or out of the institution/facility.

4. Conduct in violation of institution/facility procedures, including excessive physical contact, refusal to follow staff instructions, disruption of the visiting/processing area, destruction/alteration of visiting documents, or any other behavior that would constitute a misdemeanor or felony or repetition of less serious violations and disregard for warning about such violations.

5. The visitor is not appropriately dressed.

6. The visitor is under 18 years of age and the conditions prescribed for minor visitation have not been met.

7. The visitor has a medically implanted or prosthetic device, cannot clear the contraband or metal detection devices, and does not provide the written verification required.

8. The visitor requires the use of a wheelchair or other assistive device(s) for mobility impairment, but does not provide the written verification as required or refuses to temporarily transfer to a designated institution/facility wheelchair while the visitor’s personal wheelchair is being inspected.

b. Written notification shall be provided to the visitor when action is taken by the official in charge of visiting to deny, terminate or restrict a visit. The written notification shall contain information instructing the visitor how to appeal the action.

c. The Warden or designee may revoke or suspend an approved visitor’s future visits for a specified period of time for the following reasons:

1. Information, that which would have resulted in disapproval of visits, becomes known after approval for the visit has been granted.

2. The visitor has been involved in a serious violation or multiple less serious violations of CDCR regulations.

Sec. 492. Visitor Violation Process
Any person seeking entry into an institution/facility for the purpose of visiting an inmate shall be subject to all applicable laws, rules and regulations. Any person violating a law, rule or regulation while visiting shall be subject to warning, termination, suspension, and/or revocation of their visiting privileges as described below:

a. Warning. Visitors may be verbally warned about violations of applicable law, rules, and regulations or of local procedures governing visits. When a verbal warning achieves corrective action, a written report of the misconduct or warning is not necessary.

b. Termination. When verbal warnings and/or restrictions fail to achieve compliance, or fail to deter conduct by a visitor that if committed by an inmate would constitute a serious rules violation, the visit shall be terminated and documented in writing.

c. Suspension up to six (6) months. For serious or repeated violations of the rules, regulations, or procedures, and/or upon belief of the visitor's involvement in a criminal act and pending the outcome of an investigation, the official in charge of visiting may impose a suspension of the visitor's access to the visiting program for up to 6 months. The length of suspension shall be commensurate with the seriousness of the violation.

d. Suspension up to 12 months. The institution head or designee may impose a suspension of visiting for up to 12 months when a visitor is involved in criminal activity on institution/facility property, which constitutes a misdemeanor.

e. Suspension up to 24 months. The director or designee may impose a suspension of visiting privileges up to 24 months when a visitor is involved in criminal activity on institution/facility property, which constitutes a felony.

f. Revocation. Subsequent discovery of information that would have resulted in disapproval or disqualifying conduct are grounds for revocation of the previously granted permission to visit an inmate.

g. The visitor and the inmate shall be notified in writing of all formal warnings, terminations, suspensions and revocations. The notice shall clearly state the reason for the action and length of time any sanction will apply. The notification shall also include the signature of the official taking the action and advise the visitor of the right to appeal. The notification shall be provided to the visitor at the time of the action or mailed to the visitor's last known address within five working days of the action.

Sec. 493. Violation of State Law on Institution/Facility Property
Any violation of state law, misdemeanor, or felony committed on institution/facility grounds or property by a visitor may be referred to prosecuting authorities.

a. Upon determination by the official in charge of visiting that a violation of state law has occurred, the visitor’s access to the visiting program shall be suspended pending investigation, prosecution, and service of any sentence by the court.

1. If the individual is not prosecuted, or upon completion of any court ordered sentence, approval to visit shall be reconsidered upon the visitor’s written request.

2. If a court finds the individual not guilty, a prior approval to visit shall be reinstated upon written request of the visitor.

b. Regardless of the outcome of any referral to prosecuting authorities, future visits are subject to restrictions.

Sec. 494. Exclusion of a Person from Institutions/Facilities

a. The term “exclusion” as used in this article describes an administrative action by the director or institution head to bar, for cause, a person from entering institutions/facilities of the department, when that person would otherwise be permitted to enter. The director may delegate the authority for exclusion no lower than the rank of deputy director. The institution head may delegate the exclusion authority not lower than the Chief Deputy Warden. Any person, including employees of the department, attorneys, attorney representatives, representatives of the news media, and delivery persons, may be excluded. The exclusion of a person is effected by issuance of an exclusion order.

b. Exclusion orders shall be issued only when the director or institution head determines one or more of the following:

1. The person’s presence in the institution/facility presents a serious threat to security.
2. The person is charged with a felony.
3. The person is under investigation for a felony committed on institution/facility property.
4. The person’s purpose for entering an institution/facility is no longer valid or has been lawfully terminated.
5. The person has committed any offense for which exclusion is an appropriate penalty.

c. A temporary exclusion may be ordered pending investigation and/or verification of the cause for exclusion.
d. The director or designee may exclude a person from any or all institutions/facilities. An institution head or designee may issue an order to exclude a person only from the institution/facility within his/her jurisdiction.

c. When the institution head's exclusion order affects an inmate's attorney, or when the matter may have department wide significance, an immediate telephone report will be made to the director. In all instances of exclusion a written report will be made to the director or designee within two working days of the effective date of the order.

f. The person excluded shall be provided with written notification of the action taken. The notification shall advise the person that, upon request, a meeting with the official who ordered the exclusion may be arranged at the convenience of both parties, and that he/she may bring other persons to the meeting, including an attorney, and any information or evidence to support his/her position. Following the meeting, the person shall be provided the official's written decision within 20 working days.

1. If the exclusion is modified to permit the person’s entry only under special conditions, the reasons shall be given.

2. If an institution head ordered the exclusion, the person shall also be informed that the decision may be appealed to the director.

3. A copy of the letter to the person shall be forwarded to the director or designee and a copy shall be retained in the institution/facility files.

4. If the exclusion letter is rescinded in full, notice of the rescission will be given in writing to the person, with a copy to the director or designee.

Sec. 495. Restriction, Revocation or Suspension of an Inmate’s Visits

a. Designated staff, not below the rank of correctional lieutenant may temporarily impose non-contact visiting restrictions as a necessary security measure for an inmate who is pending a serious disciplinary hearing for the distribution and/or possession/control of a controlled substance, possession of money or other dangerous contraband that has been introduced into the institution/facility, or for other violations related to visiting.

b. A hearing officer conducting an administrative rules violation hearing may restrict an inmate’s visiting privileges for up to 30 days when the inmate is found guilty of visiting related misconduct.

c. Upon a finding of guilt of a drug related offense, the official conducting a disciplinary hearing, shall suspend and restrict an inmate’s visiting privileges pursuant to the disciplinary process.
d. The official conducting a disciplinary hearing may suspend or restrict an inmate's visiting privileges for up to 90 days, when the inmate is found guilty of any of the following serious rule violations:

1. Possession of $5.00 or more without authorization.
2. Visiting related violations presenting a threat.
3. Serious or repeated violations of visiting regulations or procedures.

e. Suspension and or restriction of visiting may be imposed by a classification committee for a specific period of time when there is substantial reason(s) to believe that the inmate poses a threat to the security of the institution/facility and or safety of persons.

1. Separate from the disciplinary authority of the senior hearing officer, a classification committee may suspend and restrict the visiting privileges of an inmate found guilty of multiple visiting related violations as described. The committee may impose the following suspensions and restrictions:

   A. Suspension of visiting privileges for up to 90 days, to be followed by non-contact visiting for up to 180 days for any second offense which occurs within two (2) years from the date of a previous offense.

   B. Suspension of visiting privileges for up to 180 days, to be followed by non-contact visiting for up to 180 days for any third offense which occurs within two (2) years from the date of a first offense.

2. A classification committee may impose a loss of visits for 180 days, to be followed by non-contact visits for 180 days, for escape or attempted escape when the inmate is found guilty by a disciplinary hearing officer or court.

f. When the inmate's visiting privilege status has been modified or changed, the inmate shall be responsible for promptly notifying his or her visitor(s) of the action taken.

g. Any suspensions under this section shall not apply to attorney visits including visits by attorney representatives.

Sec. 496. Attorney Visitations and Consultation

a. The provisions of this section apply to any attorney or legal service organization authorized to practice law in California, another state, or the District of Columbia.

b. A private consultation between an inmate and his or her attorney or attorney representative is known as an attorney visit. Attorney visits shall be conducted in a confidential area specified by the institution/facility. Attorney visiting shall normally be accommodated during the institution/facility regularly scheduled visiting days and hours. Where regular visiting is scheduled on
weekdays and weekends, the scheduling preference will be on weekdays because of the personnel and resources needed for the greater volume of weekend visits by friends and relatives.

1. When an institution/facility visiting schedule only provide(s) for visiting on weekends an attorney visit shall be scheduled during normal weekday business hours upon written request of the attorney or attorney representative.

2. The institution head or the official in charge of visiting has the discretion to authorize a contact attorney visit for an inmate on non-contact visiting status.

3. If an attorney, or attorney representative, does not desire private accommodations, the attorney or attorney representative may visit the inmate on any scheduled visiting day and shall be provided the same accommodations including the schedule, as a regular visitor.

c. An attorney or court may designate other persons to act on their behalf as attorney representatives.

1. Attorney representatives must be one of the following:

   A. A private investigator licensed by any state and sponsored by the attorney or appointed by the court.

   B. An investigator who is employed by a government agency, public agency or public institution.

   C. A law student sponsored by the attorney.

   D. A legal para-professional sponsored by the attorney or appointed by the court.

   E. An employee of an attorney, legitimate legal service organization, or licensed private investigator that is sponsored by the attorney or licensed private investigator.

2. Personnel retained by an attorney or attorney representative, including, but not limited to certified sign language interpreters, certified language interpreters and court reporters may accompany the attorney or attorney representative during the private consultation and are required to provide the information requested in (c)(3) below. Licensed mental or medical health care professionals may also serve as attorney representatives and do not have to be accompanied by the attorney.

3. The designation shall be in writing and signed by the attorney and/or judge, and shall contain the following:
A. The designee’s name and position of employment or title.

B. The designee’s date of birth, driver’s license and social security number.

C. Certification, in the form of a license that the representative is a licensed private investigator retained by the attorney or appointed by the court; or valid identification that the investigator is employed by a government agency, public agency, or public institution; or a letter in the form of a declaration, that the attorney representative is being sponsored by the attorney and that the attorney accepts responsibility for all actions taken by the attorney representative.

D. The name and CDCR number of the inmate(s) to be visited.

E. The designation shall be presented by the representative at the time of their visit and shall be subject to verification by institution/facility staff.

4. Attorney representatives shall be afforded the same accommodations and services and are subject to the same rules and regulations, as an attorney providing all other requirements of this article are met.

d. An attorney who wishes to consult in person with an inmate shall contact the institution/facility at which the inmate is housed. The request shall be made by calling or writing (including via facsimile) the staff designated in the institution/facility. In order to obtain approval/clearance, the attorney shall provide the following personal and professional information in writing (including via facsimile): name; mailing address; date of birth, valid driver’s license or state-issued identification card number; proof of current registry and good standing with a governing bar association; and indication of the jurisdiction(s) licensed to practice law. Requesting attorneys must also report any prior felony convictions, explain any prior suspension or exclusion from a correctional facility and declare one or more of the following:

1. They are the inmate’s attorney either by appointment by the court or at the inmate’s request;

2. They have been requested by a judge to interview a named inmate for purposes of possible appointment as counsel by the same court;

3. They are requesting to visit an inmate who may be a witness directly relevant to a legal process, purpose, or proceeding;

4. They are seeking to interview a named inmate, at the request of the inmate, for the purpose of representation of the inmate in a legal process, for a legal purpose or in a legal proceeding.
5. They have been requested by a third party to consult with the inmate when the inmate cannot do so because of a medical condition, disability, or other circumstance.

e. Any false statement or deliberate misrepresentation of facts specific to the information requested in subsection (d) above shall be grounds for denying the request and/or cause for subsequent suspension or exclusion from all institutions/facilities administered by the department.

f. Upon receipt of the information specified in (d) above, a California Law Enforcement Telecommunications System check of the attorney through the Department of Justice and verification of the attorney's credential through the governing state bar will be conducted. Once the clearance and state bar verification have been obtained and approved, the attorney shall be contacted to schedule the initial in-person visit with the specified inmate(s). Attorneys and attorney representatives must report any change in personal or professional information, arrest history and declarations made in subsections (c) and (d) above to retain their approval/clearance.

g. While five (5) days notice to schedule an attorney visit is requested an approved attorney or approved attorney representative shall provide the institution/facility with no less than two (2) business days notice to schedule a private consultation with an inmate. In an emergency, appointment requests may be cleared through the institution head or designee.

h. Upon arrival at the institution/facility, the approved attorney shall be processed into the institution/facility in the same manner and under the same restrictions as regular visitors. Attorneys shall also be required to present their state bar card or other similar documentation that the attorney is currently registered in good standing with a state bar association.

i. To follow-up on information obtained during a private consultation with an inmate, attorneys or attorney representatives may request to visit inmates other than those already formally represented. Such requests shall be considered subject to reasonable operational limitations. If the request imposes an unreasonable burden on staffing or unduly disrupts an institutional function, e.g., interferes with count or feeding, it will be deemed unreasonable and the request will be denied.

j. When there is cause to believe an attorney or a legal service organization is abusing the privilege of private consultation with the inmate, the institution head is authorized to:

1. Require proof that the inmate and attorney are involved in active litigation or have a legitimate legal reason for contact.

2. Initiate an investigation of the facts and circumstances of the situation.
k. An attorney request for the deposition of an inmate shall be made in writing to the institution head. The request shall include:

1. The name and CDCR number of the inmate.
2. The name and other identifying information of the court reporter.
3. The specific date and time requested for taking the deposition.

l. Not more than two attorneys or attorney representatives may visit privately with an inmate or witness at the same time. Exceptions may be authorized by the official in charge of visiting commensurate with space and staff availability.

m. Conversations between an inmate and an attorney and/or attorney representative shall not be listened to or monitored, except for that visual observation by staff, which is necessary for the safety and security of the institution/facility.

n. All items, including legal documents permitted into the security area, shall be inspected for contraband and/or unauthorized items or substances. The inmate may retain and take from the visiting area any legal documents given to him or her by the attorney or attorney representative, providing the inmate consents to staff examination of the documents for contraband or unauthorized items or substances.

1. Staff may open and inspect but shall not read any part of written or printed materials without the expressed consent of the attorney/attorney representative and inmate.

2. Any and all items including written and printed material that an inmate and an attorney wish to exchange during the visit must be presented to the official in charge of visiting for inspection before it is brought into the visiting area. The purpose of this inspection is to ensure the contents pose no threat to the security or safety of the institution/facility, including the introduction of unauthorized drugs, controlled substances, and contraband.

3. If the inmate does not consent to an inspection of the contents of a document given to the inmate by the attorney/attorney representative, it shall be returned to the attorney/attorney representative.

o. After proper inspection, written and printed material may be exchanged. The attorney or attorney representative may retain and take from the visiting area and from the institution/facility any legal written or printed documents given to them by the inmate and not otherwise prohibited by law or these regulations.

p. An attorney or attorney representative may be permitted, with the inmate’s consent, to audio record the inmate’s interview.
1. The institution/facility shall make audio recording equipment available for such use. The interviewer may use personal recording equipment providing the equipment can be thoroughly inspected by staff before entry into the institution/facility.

2. The attorney or attorney representative must provide a factory sealed audiotape/compact disc(s).

q. The institution head or designee may authorize video recording of inmate interviews, with the inmate’s consent.

1. Video recording equipment provided by the attorney shall be thoroughly inspected by staff before entry into the institution/facility and searched for contraband.

2. If the attorney’s or attorney representative’s video equipment cannot be thoroughly searched without an undue risk of damage, the equipment shall be permitted only if the attorney or attorney representative agrees to pay for staff to escort and control the equipment while inside the institution/facility. The pay for such staff escorts shall be at the state established hourly wage, including rates for overtime when necessary.

3. The attorney or attorney representative must provide factory sealed videotape(s).

r. Attorneys shall not be permitted to attend or participate in any conference or committee meeting of staff and the inmate concerned, except as may be authorized in these regulations.

s. Administrative action may be taken by the institution/facility head or designee to restrict, where cause exists, the confidential privileges, including confidential visiting, mail and/or telephone privileges, and/or normal visiting privileges afforded an attorney or attorney representative based upon the schedule contained in this section:

1. A written warning notifying the attorney or attorney representative that the offender’s confidential legal privileges are subject to modification/suspension and that the offender will be subject to exclusion for a minimum of six (6) months. Written warnings are appropriate for minor infraction or violations of the institution/facility regulations, i.e., violations that cannot be prosecuted as either a misdemeanor or felony.

2. Modification, suspension, or exclusion of visiting privileges for a period of at least six (6) months shall occur in the event that the written warning above fails to deter or correct the offending behavior.

3. Committing an act that jeopardizes the life of a person, violates the security of the facility, constitutes a misdemeanor or a felony, or is a
reoccurrence of previous violations shall result in a one-year to lifetime exclusion depending on the severity of the offense in question.

t. The director or designee shall be notified in writing within 48 hours when administrative action is taken to restrict visiting privileges of an attorney or attorney representative.

Sec. 497. Appeals Relating to Visiting

a. Inmates, and approved inmate visitors, and visiting applicants may appeal in writing department policies, staff decisions, and institution/facility procedures relating to visiting.

1. Inmates shall use the established inmate appeal procedures.

2. All appeals by approved inmate visitors and visiting applicants related to visiting shall be submitted to the institution head.

b. Visitor appeals related to institution/facility procedures or staff decisions shall be addressed to the institution head. A written response shall be provided within 15 working days from receipt of the appeal. If dissatisfied with the institution/facility response or action, the appellant may refer their appeal, with a copy of the institution/facility decision, to the director or designee.

c. Appeals related to visiting shall be addressed to the director. A written response to appeals addressed to the director shall be provided within 20 working days from the date of receipt.

d. All subsequent decisions made, as the result of an appeal and the reasons for the decisions shall be documented with a copy to the appellant and/or inmate. Visiting privileges shall be promptly approved or restored when an investigation concludes that no violation of rules, regulations, or procedures took place.

Article 15 - Assigned Inmate Workers

Sec. 498. East Block Inmate Workers

a. A minimum of five (5) years disciplinary free time is required to be considered for assignment as an East Block or North Segregation worker; disciplinary(s) include serious and administrative RVR’s. For RVR’s that are listed in the condemned disciplinary matrix that result in a Grade B term such as Murder of an Inmate, etc. a longer period of disciplinary free time may be required. Any history of predatory behavior, escape or gang activity/association will be closely evaluated.

b. All prospective inmate workers will be evaluated on their individual case factors and reviewed by unit staff. Inmates with an “R” suffix will be evaluated on a case-by-case basis.
c. If an assigned worker receives a serious or administrative RVR he will be removed from his job assignment as he does not meet the minimum work assignment standards; except as determined by ICC.

d. East Block Grade A inmates must submit a work assignment request to their counselor to be considered for a work incentive group. Upon review Institutional Classification Committee (ICC) will make the final approval. The name and number of each approved worker will be forwarded to inmate assignment lieutenant for assignment to the job position.

e. Custody staff supervision shall be direct and constant with all Condemned inmate workers. Condemned inmate workers assigned to East Block will be directly supervised at all time by the East Block Sanitation Officer and the unit gun rail officers and indirectly monitored by all unit staff.

f. Condemned inmate workers shall be permitted to participate in work programs scheduled within the hours of 0600 hours to 1800 hours unless hours are extended by the warden to no later than 2000 hours when it is determined that visibility is not compromised in the areas located within the facility security perimeter. Basis for the extended hours include operational necessity, daylight savings time, or availability of high mast lighting.

g. Condemned inmate workers will be subject to unclothed body searches at the beginning and end of their assigned duties.

h. Assigned workers will be unrestrained while working and will be utilized in areas so as to have no contact with restrained inmates. Condemned inmate workers will be subject to normal safety and security unit polices while on duty and off.

i. Condemned inmate workers will only work on the tiers, the broadways, and on the yards.

j. Condemned workers are not permitted outside the secured area of the unit.

k. Condemned inmate workers will cooperate in random drug testing if requested as part of a condition of assignment.

l. Condemned inmate workers will be assigned duties by only their supervisor or designee. Non-compliance can be used as a reason for dismissal.

m. Assigned workers will be re-evaluated in their positions every six (6) months to determine appropriateness in retaining the position.

n. Inmate workers who are unable to participate in any work program even with reasonable accommodation or who miss 45 days or more in a given six (6) month work period because of a medically determinable physical or mental impairment that is expected to last less than six (6) months, ICC shall place
the inmate on medical/psychiatric un-assignment to be re-evaluated any time there is a change in his physical/mental impairment.

Condemned yard workers will be approved by the unit lieutenant.

Sec. 499. North Segregation Inmate Workers & Housing Criteria

1. There are two (2) inmate worker positions with pay numbers. North and South Sides will each have an inmate worker.

2. A North Segregation inmate worker must have a minimum of five (5) years clean time, which includes serious and administrative CDCR 115's. However, the time frames are not always followed depending on the seriousness of the CDCR 115.

3. Any history of being a predator, gang active or gang associate must be evaluated. The design of North Segregation housing allows inmates on each side easy access to other inmates on that side which also places some inmates in a vulnerable position to predators and gang activity.

4. If an inmate receives a CDCR 115, Serious or Administrative, the inmate will be moved to East Block and seen in the next available ICC. If ICC determines the inmate needs to stay housed in East Block pending the adjudication, the inmate will permanently be rehoused in East Block. If there's a Not Guilty or Dismissal of the CDCR 115, the inmate will be placed on the top of the list for return to North Segregation.

Note: North Segregation has limited staffing; therefore, first and foremost consideration has to legally be the availability of treatment to inmates in routine and emergency situations. If there is a possibility the housing in North Segregation may impact an inmate's treatment at any given time, all departments (custody, medical and mental health) have the responsibility to evaluate and determine appropriate housing.

CHAPTER 500 - UNIT SCHEDULES

Article 1 - Weekly Schedules

Sec. 501. Daily Schedule

The Condemned Unit daily schedule of activity will conform as closely as possible to the following schedule. It may be adjusted by the unit supervisor as the situation dictates.

NORTH SEGREGATION:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0030 hours</td>
<td>Positive Count</td>
</tr>
<tr>
<td>0230 hours</td>
<td>Negative Count</td>
</tr>
<tr>
<td>0430 hours</td>
<td>Medication Insulin passed out</td>
</tr>
</tbody>
</table>

March 2013 OP 608 CONDEMNED MANUAL
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0500 hours</td>
<td>Positive Count</td>
</tr>
<tr>
<td>0600 hours</td>
<td>Breakfast Served</td>
</tr>
<tr>
<td>0630 hours</td>
<td>Tier Worker Release</td>
</tr>
<tr>
<td>0700 hours</td>
<td>Medications Issued (B.I.D – Twice a day)</td>
</tr>
<tr>
<td>0730 hours</td>
<td>Tier Release (including Phones/ Showers)</td>
</tr>
<tr>
<td>0730 hours</td>
<td>Sick Call (Mon-Fri)</td>
</tr>
<tr>
<td>0745 hours</td>
<td>Roof Yard Release</td>
</tr>
<tr>
<td>1000 hours</td>
<td>Medications Issued (B.I.D – Twice a day)</td>
</tr>
<tr>
<td>1015 hours</td>
<td>Roof Yard Exchange</td>
</tr>
<tr>
<td>1130 hours</td>
<td>Lunch</td>
</tr>
<tr>
<td>1245 hours</td>
<td>Roof Yard Recall</td>
</tr>
<tr>
<td>1330 hours</td>
<td>Final Tier Lock-Up</td>
</tr>
<tr>
<td>1600 hours</td>
<td>standing Count</td>
</tr>
<tr>
<td>1700 hours</td>
<td>Medications Issued (B.I.D – Twice a day)</td>
</tr>
<tr>
<td>1700 hours</td>
<td>Dinner</td>
</tr>
<tr>
<td>1700 hours</td>
<td>Legal Law (Wednesday only)</td>
</tr>
<tr>
<td>1900 hours</td>
<td>Positive Count</td>
</tr>
<tr>
<td>2130 hours</td>
<td>Positive Count</td>
</tr>
</tbody>
</table>

**EAST BLOCK:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0030 hours</td>
<td>Positive Count</td>
</tr>
<tr>
<td>0230 hours</td>
<td>Negative Count</td>
</tr>
<tr>
<td>0430 hours</td>
<td>Medication insulin passed out</td>
</tr>
<tr>
<td>0500 hours</td>
<td>Positive Count</td>
</tr>
<tr>
<td>0530 hours</td>
<td>Breakfast Served</td>
</tr>
<tr>
<td>0530 hours</td>
<td>Inmate Workers Released</td>
</tr>
<tr>
<td>0615 hours</td>
<td>Showers Started*</td>
</tr>
<tr>
<td>0700 hours (or sunlight)</td>
<td>Grade A Yard Release</td>
</tr>
<tr>
<td>0700 hours</td>
<td>Sick Call</td>
</tr>
<tr>
<td>0700 hours</td>
<td>Tier Telephone Started</td>
</tr>
<tr>
<td>0800 hours</td>
<td>Medications Issued (B.I.D – Twice a day)</td>
</tr>
<tr>
<td>0800 hours (or sunlight)</td>
<td>Grade B Yard (As Scheduled**)</td>
</tr>
<tr>
<td>0800 hours (or sunlight)</td>
<td>Grade B Yard (Small Management Yard)</td>
</tr>
<tr>
<td>0900 hours</td>
<td>Medical Triage</td>
</tr>
<tr>
<td>1030 hours</td>
<td>Lunch</td>
</tr>
<tr>
<td>1130 hours</td>
<td>Grade B 1 (As Scheduled**)</td>
</tr>
<tr>
<td>1130 hours</td>
<td>Grade B 2 (As Scheduled**)</td>
</tr>
<tr>
<td>1200 hours</td>
<td>Grade A Yard Recall</td>
</tr>
<tr>
<td>1315 hours</td>
<td>Final Lock-Up</td>
</tr>
<tr>
<td>1430 hours (Tuesday/Thursday)</td>
<td>Legal Law Started (First Wave)</td>
</tr>
<tr>
<td>1545 hours</td>
<td>Mail Delivered</td>
</tr>
<tr>
<td>1600 hours</td>
<td>Standing Count</td>
</tr>
<tr>
<td>1630 hours</td>
<td>Dinner</td>
</tr>
<tr>
<td>1630 hours</td>
<td>Legal Law Returned</td>
</tr>
</tbody>
</table>

**NOTE:** Inmates utilizing Legal Law will be provided an evening meal upon their return from the library area.
1700 hours | Legal Law Started (Second Wave)
--- | ---
(Mon/Tues/Thurs/Fri) | 1700 hours | Medications Issued (B.I.D. – Twice a day)
1900 hours | Positive Count
2000 hours | Legal Law Returned
2000 hours | Medication (Hours of Sleep)
2100 hours | Final Lock-Up and Tier Telephone Stopped
2130 hours | Positive Count

*No Showers on Wednesday except Daily Shower Chrono holders.
**Yard schedule is approved by unit lieutenant monthly.

**ADJUSTMENT CENTER:**

| 0030 hours | Positive Count |
| 0230 hours | Negative Count |
| 0500 hours | Positive Count |
| 0630 hours | Medication Insulin passed out |
| 0630 hours | Breakfast & Bag Lunch Served |
| 0630 hours | Medications Issued (B.I.D. – Twice a day) |
| 0700 hours | Psychologist Rounds |
| 0700 hours | Showers Started* |
| 0730 hours | Yard Release |
| 0800 hours | Legal Visits Started |
| 1130 hours | Yard Recall |
| 1330 hours | Legal Visits Stopped |
| 1430 hours | Legal Law Started |
| 1545 hours | Mail Delivered |
| 1600 hours | Standing Count |
| 1630 hours | Legal Law Returned |
| 1700 hours | Medications Issued (B.I.D. – Twice a day) |
| 1730 hours | Dinner |
| 1900 hours | Positive Count |
| 2000 hours | Medication (Hours of Sleep) |
| 2100 hours | Mail Pick-Up |
| 2130 hours | Positive Count |

* No Showers on Wednesday

Sec. 503. **Shower Schedule**

The CDCR Form 114-A, Inmate Segregation Record, of all Condemned Inmates will be appropriately noted to reflect their acceptance or refusal of a shower.

a. **NORTH SEGREGATION:** All North Segregation inmates have access to the shower on a daily basis during the tier release/exercise program.
b. **EAST BLOCK:** All East Block inmates have access to the showers every other day, a minimum of three (3) times a week. No showers on committee days except for Daily Shower Chrono holders.

c. **ADJUSTMENT CENTER:** All Adjustment Center inmates have access to the showers every other day, a minimum of three (3) times a week, during Second Watch only. No showers on classification committee days except for Daily Shower Chrono holders.

Sec. 505. **Laundering of Condemned Inmate Clothing and Linen**

All condemned inmates will receive clothing and linen exchange on a bag system. Each inmate will be issued a full complement of clothing, two sets of linen and two laundry bags. (Inmates in the Adjustment Center will not be issued laundry bags. Laundry bags will be assigned to these inmates but will be held by staff for use on laundry days). Each week on Monday, each inmate will place the clothing he wishes to have laundered in the laundry bags: one bag for whites and linens; one bag for blues.

a. The third watch tier officers will collect the marked laundry bags from the inmates noting on the CDCR 114-A, that laundry was received from the inmates and which bag(s) were received; i.e. “whites received”, “blues received.”

b. In the event that an inmate chooses not to participate in the laundry process, the tier officer will note this as a refusal on the CDCR 114-A with the comment, “no laundry received.”

Sec. 506. **Clothing for New Arrivals and Replacement of Lost and Damaged Clothing**

When an inmate is moved into the housing unit, the tier officer will inventory the clothing in the inmate’s possession. The tier officer will advise the designated laundry officer what things are needed to ensure the inmate has a full compliment of clothing. The designated laundry officer will deliver the clothing within one business day.

a. Any inmate who does not receive his clothing and linen after it has been laundered or is in need of replacement clothing may request replacement clothing by submitting a laundry request form to the designated laundry officer.

b. The sanitation officer will inventory the laundry in the connex or storage area each Thursday to ensure there is sufficient laundry to facilitate an exchange and to accommodate lost, worn and damaged clothing for all inmates within the unit. Shortages will be noted on the unit laundry log.

Sec. 507. **Shaving**
Condemned inmates will be issued a razor during their shower period for use in the shower only. After the inmate has shaved, the razor will be returned to the officer and inspected to ensure the blade was not removed or the razor damaged and put back in the razor box. Razor box will be inventoried daily. Razors as well as nail clippers will not be allowed in an inmate’s cell.

Sec. 508. Haircuts

All inmates assigned to the Condemned housing units will be required to maintain their hair in a neat and orderly manner. Hair clippers are made available on the Grade A exercise yards. If an inmate is assigned Grade B or does not go to yard he shall be afforded the opportunity to receive a haircut in a holding cell on the weekends and observed by the officer that has placed him in that holding cell.

CHAPTER 600 - INMATE PROGRAMS

Article 1 - Available Services

Sec. 601. Education Services

Any Condemned inmate may enroll in cell study courses furnished and supervised by the Education Department. They may enroll in elementary or high school classes. A high school diploma may be earned. This service is contingent upon an inmate’s acceptable conduct and earnestness. Tutoring is given by instructors going from cell to cell, issuing and grading assignments. Inmates who wish to have high school accreditation may do so by taking required courses. Grade A inmates are also eligible to participate in some college courses that are offered from local state colleges and universities on a correspondence basis at inmate expense.

Sec. 602. Library Services

a. Institution Library - The institution librarian will periodically provide paperback reading material to be passed out to condemned section inmates. Inmates may also request library books via the unit canteen officer.

I. Inmates are encouraged to use the library for their enjoyment and for educational enrichment.

II. All inmates wishing to become library patrons need to sign a Trust Withdrawal Form. This gives them the privilege of borrowing books from the library. They will be issued a Library Pass Card containing a bar code. This card is to be used when borrowing books.

III. The inmate, as a patron, is responsible for the books they borrow. If the inmate has any problems with borrowed books, he must inform the library. He will not be charged for damage or loss that is beyond his control.

IV. Book loans are for a period of 14 days.

V. Books may be renewed for a second period of 14 days.
VI. Books can be returned directly to the library or put in the library drop boxes.

VII. Overdue notices will be issued if books have not been returned by the end of the loan period. The inmate will then have a week to return the books before any further action is taken.

VIII. Books that are not returned in a timely manner could result in the inmate being charged for the books.

b. Security Housing Unit Law Library - All unit inmates will have access to the Security Housing Unit Law Library. Application and rules for use of the Security Housing Unit Library are shown below:

1. Unit inmates apply on the attached form (Attachment E) to use the Security Housing Unit Law Library.

2. An application must be submitted for each visit to the Security Housing Unit Law Library. Visits are scheduled on a rotating basis by housing unit during the week (Attachment E). The applications will be made available in all the housing units. The inmate will fill out the form completely and note if this is his initial visit, a subsequent visit, if he has an immediate or emergency court deadline.

Those with court deadlines will be given priority in scheduling of visits in the Security Housing Unit Law Library. Initial visits will be scheduled within a seven (7) day period after application.

3. The library schedule is shown on the attached scheduling addendum (See Attachment E).

4. The site of the library is in the security non-contact visiting area.

5. Services available.

A. The resources of the Security Housing Unit Law Library are available to all condemned inmates in accordance with this procedure. Exceptions will be made when necessary to meet requirements of the legal system. The library collection will be maintained in accordance with the provisions of the CDCR Operations Manual, Section 53060.10. Materials in the collections will be available to inmates in accordance with Gilmore v. Lynch (319, Federal Supplement 105). 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.

B. An index of available legal books and materials is present in the library. The inmate may request any of the material available for his review by filling out a request slip.
C. A law librarian will be available to assist in fulfilling the inmate’s request. If the inmate cannot read or write at a minimal level, he will be given staff assistance to the point where legal application for representation can be made with the responsible court. The librarian assigned to assist inmates in the Security Housing Unit Law Library will locate and deliver books and other materials upon request. In addition, assistance in completing forms will be provided to inmates who are illiterate or who request such assistance. Security Housing Unit Law Library staff will not provide assistance to inmates in the form of legal advice.

D. In addition to a catalogue law reference library, the Security Housing Unit Law Library will provide writing instruments. Writing paper will be issued upon request. Any unused items will be collected at the end of the study period.

E. An indigent inmate who does not have attorney representation may receive duplication services without charge, as described in CCR subsection 3162 (d).

All documents submitted for copying must be complete and ready for mailing.

Only legal documents will be duplicated.

An inmate may choose to send his copies to the Law Library for copying without actually attending the Law Library by giving his documents with clear instructions to a Law Library staff member with completed trust withdrawals on the night he has been scheduled to attend Law Library services. Copies will not be made if trust withdrawals are not included or if the inmate is not on the schedule for Law Library that night.

F. The process for ordering the required materials needed by each inmate from the main library shelves will be as follows:

i. Contained within the Security Housing Unit Law Library itself will be a basic catalogued collection of legal books, journals, and research manuals. A catalogued listing of each of these items will be provided to each inmate during his visit.

ii. Orders for main library law reference books to be used in the Security Housing Unit Library will be placed forty-eight (48) hours prior to the inmate’s scheduled visit, and will be available to the inmate upon his arrival to the Security Housing Unit Library.

iii. Supplies and postage required by inmates for legal work are available for sale through the inmate canteen. Inmates without funds will be provided necessary supplies and postage by
submitting a Trust Withdrawal Order, CDCR Form 193, for confirmation of funds status request for postage and envelopes for indigent inmates must be submitted to the unit canteen officer.

iv. Unauthorized use of state supplies or materials is grounds for disciplinary action.

G. Behavior expectations.

Because of the important and serious nature of the aims and objectives of completing the inmate’s legal research, the legal library will operate as a study hall. In short, the atmosphere should be conducive to thought and study, and void of any unnecessary talking, conversation or disruptive behavior. Failure to comply with these standards will be grounds for termination or suspension of services.

i. Inmates are to request assistance from the librarian. Talking will be limited to the inmate on either side of his assigned cubicle and will relate only to legal assistance.

ii. No destruction of library property.

iii. No inmate movement is authorized outside of the cubicle unless escorted and handcuffed.

iv. All inmates being escorted and walking within the legal library area will be required to walk on the far side of the painted yellow “safety line”, away from the legal research stall fronts. There will be absolutely no exception to this rule.

v. There will be absolutely no passing of items to an inmate who is within a research stall while the staff members assigned to the legal library are escorting another inmate.

vi. There will be absolutely no passing of items between inmates within the legal library. The only exception to this rule will be with respect to legal work or documents which have been authorized, searched, and passed from one inmate to another by the supervising correctional officer.

vii. Each time an inmate has to be moved or escorted either to or from a legal research stall for any reason, he will be accompanied by one (1) escorting officer. Any inmate assigned to the Adjustment Center or Grade B East Block, will require two (2) escorting correctional officers.

viii. In order to remain in compliance with the Federal Privacy Act, it is essential that all staff refrain from all comments, inquiries or references to other inmates’ cases or litigation.
Note: Any violations of the rules governing an inmate's use of the library or CDCR Director's Rules from the time he is under the control of the library escorting officers may be cause to issue a CDCR Form 115. A finding of guilty may result in the suspension of the inmate's use of the library for up to 90 days.

H. Inmates may bring their own legal case material to the library to assist them in their research. It will be searched by the escorting officer prior to leaving the housing unit. Personal legal material must be contained to one manila folder.

I. Inmates may request to assist another inmate or may request the assistance of another inmate by noting that request on the application. Both inmates must request to work together. Legal assistance will be limited to two (2) inmates working together.

Sec. 603. Notary services

a. Notary services are available to all inmates by contacting their assigned Correctional Counselor I. These services are subject to a nominal fee.

b. Notarization of legal documents is not normally required by the courts and will not be provided as a free service to any inmate, indigent or not, unless notarization is necessary in exercising their civil rights. Inmates must pay the established notary fee for such service [CCR, Title 15, Section 3165 (c)]. Under the provision of 28 U.S.C. 1746 and California Civil Procedure, Section 2015.5, the following declaration can be substituted for notarization in most cases:

"I declare under penalty of perjury that the foregoing is true and correct."

Signature: _____________________________
Date: _________________________________

Sec. 605. Arts/Craft/Hobby Material Program

Please see Attachment F for Hobby & Craft program details.

Sec. 610. Television and Radio

Inmates will be permitted to own one (1) personal television, one (1) audio entertainment device, and ten (10) compact discs or cassettes tapes, consistent with the departmental and unit procedures (DOM 54030).

Sec. 615. Group Activity
No group activity of any kind will be permitted in the Condemned housing unit except religious services and the East Block Advisory Council (EBAC).

EBAC meetings will be held in the chapel area and/or the East Block visiting room.

EBAC meetings shall be under direct and constant supervision by a unit custody staff member.

No inmate personal property will be allowed in an EBAC meeting.

Security of the unit is the first priority. Movement must be coordinated by the custody supervisor of the unit. It is the unit custody supervisor’s responsibility that sound security practices are followed throughout such sessions.

Religious services will be held with the inmate(s) secured in the chapel area and the religious leader conducting the service through the secured doors. At no time will religious staff be in direct contact with condemned inmates.

Sec. 620. Music Program

Grade A inmates are eligible for participation in the music program.

The Captain, Specialized Housing, is responsible for establishing specific guidelines for this program.

Musical instruments are limited to one per inmate and must be purchased and mailed directly from an approved vendor. The instrument will be logged on the inmate’s property card as a non-expendable item.

Instruments approved for use are:

a. Harmonicas
b. Acoustic Guitars
c. Flutes

No other musical instruments will be approved.

The instrument will be kept by the inmate in his cell. Practice will be between the hours of 9:00 a.m. and 3:00 p.m. only, either in the inmate’s cell or on the tier. No musical instruments will be permitted on the yard; no electrical instruments permitted.

Misuse, abuse, and/or use of the musical instrument during unauthorized hours will result in the instrument being confiscated and sent home at the inmate’s expense.

Article 2 - Religious Services
Sec. 630. Religious Programs

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. The session will be held with the inmate locked in the East Block chapel area and the religious leader conducting the service through the locked door. At no time will religious staff be in direct contact with condemned inmates. Services in North Segregation are held at the table located near the front bar. Grade B inmates will be allowed to have religious services at their individual cell. Religious services for a particular day will be selected by yard assignments and will alternate each week.

Any Condemned Grade A inmate that attends religious services will do so only with the inmates on their current assigned exercise yard. Inmates will not be permitted to attend religious services with inmates assigned to another exercise yard. Allowing an inmate to attend religious services with inmates from another group exercise yard with potential enemy and/or safety concerns, jeopardizes the safety and security of the staff and inmates.

Sec. 635. Inmate Ministers

Condemned inmates may not act as inmate ministers for any religious services due to facility security.

Sec. 640. Privileged Information

Information received by chaplains when performing their duties shall be privileged except when the nondisclosure of such information to facility staff would jeopardize the safety of any person or the security of the facility.

Sec. 645. Stipulations Regarding Religious Artifacts, Sacramental Wine, and Religious Services areas

a. Prior written approval of the Warden or his designee shall be required for the following:

1. For any person to bring sacramental wine or any religious artifact into a facility.
2. For any inmate to be provided any religious artifact.
3. For any inmate to wear or carry an approved religious artifact at any time other than during their regular religious or sweat events, or facility-approved special events.

b. Medicine bags shall be constructed of soft leather or other natural material without a lining and shall not exceed 1-1/2 inches in diameter. The bag shall, in the presence of staff, either be closed with a drawstring or sewn shut in such a manner as to permit subsequent searches of the bag’s contents by staff.
c. All religious artifacts shall be subject to searches by staff.

d. All religious services shall be conducted within the inmate's cell or in a designated spiritual area.

  8. North Segregation religious services will be held in the designated area toward the front bar at the table.

  9. East Block Grade A Group religious services will be held in the chapel area at the north end of bayside showers.

  10. Grade B inmates in East Block are limited to in-cell religious services.

  11. Grade B inmates in the Adjustment Center are limited to religious services in the center holding cell on the tier.

e. All religious services areas shall be subject to searches by staff.

Sec. 650. Staff Ministers

a. Staff relationships - Chaplains are encouraged to report to condemned section staff regarding attitudes, needs and potentialities of inmates. They may not sit as classification committee members in a voting capacity, but they may attend as observers and commentators unless a religious review committee is being conducted.

b. The following institutional chaplains are designated as condemned section chaplains and are expected to be familiar with the Condemned Section Manual to ensure the safety and security of all concerned: Religious Services. The chaplain makes weekly visits to East Block and North Segregation and is also on call for emergencies. Upon arrival to the unit the chaplain will document the day and time they arrive for weekly visits in the Religious Service Roster. At no time will religious services staff be in direct contact with Condemned inmates.

  1. Protestant Chaplains  Monday
  2. Catholic Chaplain  Tuesday
  3. Muslim Chaplain  Wednesday
  4. Native American  Thursday
  5. Jewish Chaplain  Friday

c. CDCR employees are approved to provide religious services in the Adjustment Center.

a. Volunteer Chaplains will be authorized to provide religious services or spiritual counseling in the Condemned units (North Segregation, East Block and the Adjustment Center) with the approval from the Warden or designee. Volunteer Chaplains will check in with the unit supervisor upon entry and exit.
of the Condemned units. Volunteer Chaplains will conduct religious services following all unit and Grade assignment procedures.

**Article 3 - Marriages**

Sec. 660. **Inmate Marriages**

a. Inmate marriages shall be permitted in accordance with the provisions of law and these regulations.

b. The inmate’s marriage request shall be processed by the inmate’s Correctional Counselor I or other staff person designated by the institution head who shall provide all necessary information to the office of the county clerk or clergyperson.

c. Condemned inmate marriages shall be solemnized at San Quentin by an individual authorized to solemnize marriages, as designated in Family Code Sections 400 and 402. The authorized individual shall be required to process the request or facilitate a marriage.

d. Attendance at a marriage ceremony shall be limited to the bride, groom, two (2) inmate guests, the official solemnizing the ceremony, and five (5) non-inmate guests.

1. Condemned inmate marriages will be processed the same as any other inmate at San Quentin.

   a. A request for the marriage packet will be sent to the inmate’s correctional counselor I.

   b. The correctional counselor I will advise the correctional counselor II-Supervisor, Captain, associate warden and Chief Deputy Warden in writing of the marriage once the packet is completed. The notice will include tentative date of marriage and brief description of the case factors.

**CHAPTER 700 - SECURITY**

**Article 1 – Inmate Count**

Sec. 705. **Inmate Count Definitions**

a. Standing count. At least one daily count shall be a standing count wherein inmates shall stand at their cell door or, in a dormitory, shall sit on their assigned bed during the designated count time.

b. Emergency count. If staff determines an inmate may be missing, an emergency count shall be conducted to determine whether an escape has occurred and, if so, the identity of the escapee. When an emergency count is
announced, inmates shall return to their assigned housing, except in a medical emergency or other exception specifically authorized by the official in charge.

Sec. 710. **Institution Counts**

Each and every day throughout the year, various inmate counts occur throughout the calendar day. With the exception of a negative count, the custody officer must be able to attest to seeing and counting “living flesh”, therefore, it is mandatory that all Condemned inmates must provide for the custody staff to visually inspect “living flesh”, i.e., portion of arm, leg, head, etc. Even while sleeping the “living flesh” must be exposed for visual inspection. Additionally, the daily 1600 hours (4:00 PM) count is a standing count, which means that all Condemned inmates, except those with a verified disability (documented medical restriction) that prevents them from standing during count, must stand at the cell door until counted by the designated custody staff. All Condemned inmates, who have been identified as a “qualified inmate” per the *Armstrong* Remedial Plan will be accommodated to the extent necessary and required in order to facilitate the required inmate counts.

The following is the Condemned inmate population counts by time and type:

a. 0030 hours - Positive Count  
b. 0230 hours - Negative Count  
c. 0300 hours - Positive Count  
d. 0500 hours - Positive Count  
e. 1600 hours - Standing Count  
f. 1900 hours - Positive Count  
g. 2130 hours - Positive Count

**Article 3 - Inmate Movement**

Sec. 715. **Inmate Movement Policies**

a. Appointments. A CDCR Form 129 (Rev. 7/88). Inmate Ducat, shall be issued to an inmate approved for movement to a scheduled non-routine appointment.

b. Lockdown. Facility procedures governing the restriction of inmate movement during a lockdown shall be established and updated daily during any lockdown.

c. Limited visibility. When visibility at a facility is severely restricted or a state of emergency is declared, inmates shall be confined to their housing units, except as otherwise authorized by the official in charge. In such circumstances, all inmate movement shall be under the direct and constant supervision of staff.

Sec. 720. **Security**
Entry and exit from East Block is via the East Block Rotunda, located at the southwest end of the building.

All Condemned Grade A inmates will be escorted by at least one (1) correctional officer and will be in appropriate restraints while under escort. Overflow Grade B inmates housed in East Block will be escorted by two (2) correctional officers and will be in full restraints at all times, with baton drawn and hands-on escorts.

Sec. 740. Adjustment Center Entry and Exit Procedures

Entry and exit from the Adjustment Center is via the sally port cage door, located at the northwest corner of the unit. The outer sally port cage door is operated manually by the 4-Post Officer. Once secured in the sally port, the Adjustment Center door officer will open the entry door to the unit. **AT NO TIME WILL BOTH DOORS BE OPEN AT THE SAME TIME.** All Grade B inmates will be escorted by two (2) officers and will be in full restraints at all times, with baton drawn and hands-on escorts.

Sec. 745. Cell Move

When a Condemned inmate moves in or out of a cell, the assigned tier officer will be responsible for conducting a thorough cell search and inspection, including checking equipment to ensure it is in good working condition and serviceable. This search will include a security check of the bars, screens, ventilators, lights, switches, fixtures, toilet, sink, mattress, blanket and bedding. The conditions of the cell will be logged on the CDCR Form 114-A, Inmate Segregation Record, Exhibit B and Cell Search Log. In the event there is any damage discovered during the search and inspection, the inmate departing the cell will be issued a CDCR Form 115, Rules Violation Report and a CDCR Form 193 Trust Withdrawal Order, for the damage. In the event that there is any contraband discovered during the search, the inmate departing may be issued a CDCR Form 115, Rules Violation Report.

Sec. 750. Refusing a Cell Move

Inmate may not refuse a cell move. If a Grade A inmate refuses to move he will be issued a Rules Violation Report for the refusal. If staff has a compelling need to move an inmate and the inmate refuses, force may be used to affect the move. In these instances, the Captain or the Administrative Officer of the Day (AOD) will authorize the Controlled Use of Force and will be present as required by Departmental Use of Force Policies. Refusing a cell move will also affect grade status (see Disciplinary Matrix under Section 829).

**Article 4 - Cell, Property and Body Inspections**

Sec. 755. Cell Bars and Window Coverings/Obstructions

Within the condemned housing units, all cell bars and windows will be kept clean, and will not have blankets, plastic, papers or any other type of
coverings/obstructions. If a covering/obstruction is observed by staff, the involved condemned inmate will be ordered by the custody staff to permanently remove the items used as covering/obstructions. If the condemned inmate refuses to remove the items, the custody staff will implement the measures deemed necessary.

Sec. 760. Cell Searches

An inmate’s cell will be thoroughly inspected immediately upon its vacancy and again, if there is a significant time lapse, before another inmate is assigned to the same cell. Such inspections are required and must be recorded for segregation, isolation and security housing unit cells. The purpose of such inspections is to fix responsibility or the absence of responsibility for security and safety hazards and serious contraband found in the cell.

a. Occupied cells including fixtures and any personal and state-issued property of the occupant will be inspected on a frequent and unscheduled basis. More frequent inspections will be conducted in specialized housing units, depending upon the security requirements of the unit and the risk an individual inmate presents to that security.

b. Cell and property inspections are necessary in order to detect and control serious contraband and to maintain institution security. Such inspections will neither be used as a punitive measure nor to harass an inmate. Every reasonable precaution will be taken to avoid damage to personal property and to leave the inmate’s quarters and property in good order upon completion of the inspection.

c. An inmate’s presence is not required during routine searches and inspections of living quarters and property when the inmate is not or would not otherwise be present. During special inspections or searches initiated because the inmate is suspected of having a specific item or items of contraband in his or her quarters or property, the inmate will be placed in a holding cell or the tier shower during the cell search.

d. The inmate will be given a written notice for any item(s) of personal and authorized state-issued property removed from his or her quarters during an inspection and the disposition made of such property. The notice will also list any contraband picked up or any breach of security noted during the inspection, and the follow-up action intended by the inspecting officer.

e. In permitting inmates to possess items of personal property while they are incarcerated, the department does not accept liability for the loss, damage or destruction of such property resulting from the intentional or careless act or activities of any inmate. The department does not accept liability for the loss or destruction of personal property in the inmate’s possession or control at the time of any willful act by the inmate, such as escape, which exposes such property to loss or theft before it can be recovered and controlled by staff.
f. The department shall accept liability for the loss or destruction of inmate personal property when it is established that such loss or destruction results from employee action. Inmates shall utilize the inmate appeal process if unable to resolve a personal property claim pursuant to section 3084.1. Upon acceptance of liability, the department shall provide similar items of equal or greater value to the inmate when such items are available via donated property items consistent with sections 3084.7(e) and 3191(c). If donated items are not available, monetary compensation to the inmate for such loss shall not exceed either the dollar value assigned to the item or items at the time the inmate received authorization to possess the property; the cost of the item, verified by receipt; or the replacement value for the item or a similar item, as determined by the department. Staff recommendations to the Victim Compensation and Government Claims Board regarding monetary reimbursement will be made accordingly.

g. The department shall not assume responsibility for property abandoned by an escapee until such time as the escape is discovered and the property is inventoried. Inventoried property shall be stored and final disposition of the property shall be pursuant to Penal Code 5062 and 5063.

Sec. 765. Body Searches

An inmate is subject to an inspection of his person, either clothed or unclothed, when there is reason to believe the inmate may have unauthorized or dangerous items concealed on his person, or that he may have been involved in an altercation of any kind. Such inspections may also be a routine requirement for inmate movement into or out of high security risk areas. Random or spot-check inspections of inmates may occur to prevent possession and movement of unauthorized or dangerous items and substances into, out of, or within the institution. Visual daily inspections of inmates shall be made to ensure compliance with departmental grooming standards. All such inspections shall be conducted in a professional manner, which avoids embarrassment or indignity to the inmate. Whenever possible, unclothed body inspections of inmates shall be conducted outside the view of others.

a. Correctional employees, other than qualified medical staff, shall not conduct unclothed body inspections of inmates of the opposite sex in emergency situations. Routine inspections of clothed inmates of either sex may be performed by employees of either sex.

b. Any inspection of body cavities, other than visual or metal detector inspections, will be conducted in a medical setting under the direct supervision of a physician. Any physical intrusion into body cavities must be performed by a physician, and then only after all less obtrusive methods have failed to bring the inspection to a conclusion.

Sec. 770. Search Policies
a. Inspections of inmate cell or living areas, property, work areas, and body shall be conducted on an unannounced, random basis as directed by the institution head. Such inspections shall be conducted no more frequently than necessary to control contraband, recover missing or stolen property, or maintain proper security of the institution.

a. A written record shall be maintained of the disposition of contraband and stolen or missing property confiscated as the result of cell, property, or body inspections.

Sec. 775. Air Space Management

a. Staff and inmates shall be notified and warning signs posted to indicate that any inmate who without authorization moves toward an aircraft on or near facility property may be fired upon to prevent an escape.

b. If an aircraft enters a facility's air space for an apparent escape attempt, staff shall act to prevent any escape.

1. Firearms shall not be used to bring down or disable an aircraft in flight.
2. If the aircraft is on the ground on or near facility property, staff shall take any action necessary, including use of firearms, to disable the aircraft.
3. Return fire may be directed at an attacker within an aircraft if no other means is available to save the lives of innocent or uninvolved persons.
4. Inmate failure to comply with orders to move away from any grounded aircraft shall be considered an attempt to escape.

Sec. 780. Hostages

Employees must not permit inmates or others to use hostages to escape from custody or otherwise interfere with orderly institutional operations. Hostages will not be recognized for bargaining purposes. All inmates, visitors and staff will be informed of this regulation.

Sec. 785. Employee Law Enforcement and Peace Officer Personnel

a. Law Enforcement Responsibility. All employees of the department shall be responsible to enforce laws, regulations and procedures, which govern the actions and activities of inmates, parolees and of persons who come into contact with inmates and parolees. Employees who are not designated as peace officers, whose normal assigned job duties do not require custody and supervision of inmates or in situations where it would be inappropriate or unsafe to intervene in unauthorized actions or activities, shall notify or seek the assistance of other employees, including peace officer employees. In an emergency, all employees shall respond as directed by proper authority.

b. Peace Officer Personnel. Peace officers are departmental employees holding peace officer positions as defined by law or as designated by the director of corrections. Non-peace-officer employees temporarily assigned to perform
only the administrative duties of positions held by peace officers shall not be
designated as peace officers.

c. The peace officer authority of employees in (b) extends only to the authority
necessary to perform the duties assigned to them, and as specifically
authorized by the director in state emergency and mutual aid agreements.
Employees designated as peace officers when performing the duties of their
employment within this state, and retain that status outside this state when
they are transporting prisoners or apprehending prisoners who have escaped.

d. In addition to being designated peace officers, the peace officer authority of
agents of the department’s law enforcement liaison unit extends throughout
the state while performing their primary job duties, including the investigation
and the investigation of the violation of any penal provisions of law which is
discovered in the course of their employment, and to coordination of the
department’s law enforcement activities with those of other law enforcement
and criminal justice agencies.

CHAPTER 800 - DISCIPLINE

Sec. 800. Definitions

a. Experienced means a permanent employee at the designated level
certified by the Chief Disciplinary Officer or designee as competent to
serve as a Senior Hearing Officer or Hearing Officer, as specified.
Requirements for certification shall include in-service or on-the-job
training in disciplinary procedures and observation of five
serious/administrative disciplinary hearings. A probationary, limited
term, or training and development employee at the designated staff level
may be certified as experienced. Acting staff whose permanent position
is at a level lower than that required shall not be assigned Senior Hearing
Officer/Hearing Officer responsibility.

b. Program failure means any inmate who generates a significant
disciplinary history within the last 180 days from the current date. A
guilty finding for two serious Rules Violation Reports or one serious and
two administrative Rules Violation Reports within that 180 days time
period is reasonable evidence of a significant disciplinary history and
may be considered a program failure. Inmates determined by Institutional
Classification Committee to be a program failure will be placed on
indeterminate Condemned Grade B term.

Sec. 801. Disciplinary Methods

A. Inmate misconduct shall be handled by:

1. Verbal Counseling. Staff may respond to minor misconduct by verbal
counseling. When verbal counseling achieves corrective action, a
written report of the misconduct is unnecessary.
2. **Custodial Counseling Chrono.** When similar minor misconduct recurs after verbal counseling or if documentation of minor misconduct is needed, a description of the misconduct and counseling provided shall be documented on a CDC Form 128-A, Custodial Counseling Chrono. A copy of the completed form shall be provided to the inmate and the original placed in the inmate’s central file. Disposition of any contraband involved shall be documented in the CDC Form 128-A.

3. **Rules Violation Reports.** When misconduct is believed to be a violation of law or is not minor in nature, it shall be reported on a CDC Form 115 (Rev. 7/88), Rules Violation Report.

   B. Unless an inmate charged with serious misconduct requires placement in the Grade B program pending his appearance before the ICC and subsequent adjudication of the RVR, the inmate will be retained in his current program; unless it is determined that the misconduct poses a threat to the safety and security of the institution.

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**Sec. 802. Disciplinary Offenses**

**Threats against Public Officials**

Any inmate away from a secure perimeter facility who makes a written or verbal threat against the life of any official specified in Penal Code section 76 with the intent and apparent ability to carry out the threat shall immediately be placed in the Grade B program of security pending disposition of the charges.

**Rights and Respect of Others**

a. Inmates have the right to be treated respectfully, impartially, and fairly by all employees. Inmates have the responsibility to treat others in the same manner. Employees and inmates may use first names in conversation with each other when it is mutually acceptable to both parties.

b. Inmates and employees will not openly display disrespect or contempt for others in any manner intended to or reasonably likely to disrupt orderly operations within the institutions or to incite or provoke violence.

c. Inmates and employees will not subject other persons to any form of discrimination because of race, religion, nationality, sex, political belief, age, or physical or mental handicap.

**Conduct**

a. Inmates shall obey all laws, regulations, and local procedures, and refrain from behavior which might lead to violence or disorder, or otherwise endangers facility, outside community or another person.
b. Obeying Orders. Inmates must promptly and courteously obey written and verbal orders and instructions from department staff, and from employees of other agencies with authorized responsibility for the custody and supervision of inmates.

c. Force or Violence. Inmates shall not willfully commit or assist another person in the commission of a violent injury to any person or persons, including self-mutilation or attempted suicide, nor attempt or threaten the use of force or violence upon another person. Inmates shall not willfully attempt to incite others, either verbally or in writing, or by other deliberate action, to use force or violence upon another person.

Contraband

Inmates may possess only the personal property, materials, supplies, items, commodities and substances, up to the maximum amount, received or obtained from authorized sources, as permitted in these regulations. Possession of contraband may result in disciplinary action and confiscation of the contraband.

A. Dangerous Property. Inmates may not possess or have under their control any weapons, explosives, explosive making material, poisons or any destructive devices, nor shall they possess or assist in circulating any writing or voice recording which describes the making of any weapons, explosives, poisons, or destructive devices.

B. Money. Inmates may not possess money. If an inmate finds money and voluntarily surrenders it, and the rightful owner does not claim it within 30 days, it will be credited to the inmate’s trust account.

C. Except as authorized by the institution head, inmates shall not possess or have under their control any matter which contains or concerns any of the following:

1. Any matter of a character tending to incite murder; arson; riot; or any form of violence or physical harm to any person, or any ethnic, gender, racial, religious, or other group.
2. Blackmail or extortion.
3. Contraband, or sending or receiving contraband.
4. Plans to escape or assist in an escape.
5. Plans to disrupt the order, or breach the security, of any facility.
6. Plans for activities which violate the law, these regulations, or local procedures.
7. Coded messages.
8. A description of the making of any weapon, explosive, poison or destructive device.
9. Illustrations, explanations, and/or descriptions of how to sabotage or disrupt computers communications, or electronics.
10. Diskettes.
11. Catalogs, advertisements, brochures, and material whose primary purpose is to sell a product(s) or service(s) and when taken as a whole, lacks serious literary, artistic, political, educational, or scientific value.

12. Maps depicting any area within a ten mile radius of a facility.

13. Gambling or a lottery.

14. Markings on the envelope which are obscene in nature as described in subsection below.

15. Obscene material and mail containing information concerning where, how, or from whom obscene material may be obtained.

   a. Obscene material means material taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest; and is material which taken as a whole, depicts or describes sexual conduct; and which, taken as a whole, lacks serious literary, artistic, political, or scientific value.

   b. When it appears from the nature of the matter or the circumstances of its dissemination, distribution, or exhibition that it appeals to deviant sexual groups.

   c. Material subject to the tests in paragraphs (A) or (B) includes, but is not limited to material that:

      1. Depicts, displays, or describes penetration of the vagina or anus, or contact between the mouth and the genitals.

      2. Depicts, displays, or describes bestiality, sadomasochism, or an excretory function including urination, defecation, or semen.

      3. Portrays the nudity of a minor, or person who appears to be under 18 years old.

      4. Portrays conduct which appears to be non-consensual behavior.

      5. Portrays conduct which is or appears to be forceful, threatening, or violent.

      6. Portrays conduct where one of the participants is a minor, or appears to be under 18 years old.

      7. Material that is reasonably deemed to be a threat to legitimate penalogical interests.

      8. Sexually explicit images that depict frontal nudity in the form of personal photographs, drawings, magazines, or other pictorial format.

D. Sexually explicit material shall be defined as material that shows the frontal nudity of either gender, including the exposed female breast(s) and/or the genitalia of either gender.

E. The following sexually explicit material shall be allowed:

   1. Departmentally purchased or acquired educational, medical/ scientific, or artistic materials, such as books or guides purchased by the department for inclusion in institution libraries and/or educational areas; or
2. Educational, medical/scientific, or artistic materials, including, but not limited to, anatomy medical reference books, general practitioner reference books and/or guides, National Geographic, or artistic reference material depicting historical, modern, and/or post modern era art, purchased or possessed by inmates and approved by the institution head or their designee on a case-by-case basis.

F. Anything in the possession of an inmate which is not contraband but will, if retained in possession of the inmate, present a serious threat to facility security or the safety of inmates and staff, shall be controlled by staff to the degree necessary to eliminate the threat.

Sexual Behavior

Inmates may not participate in illegal sexual acts. Inmates are specifically excluded in laws, which remove legal restraints from acts between consenting adults. Inmates must avoid deliberately placing themselves in situations and behaving in a manner, which is designed to encourage illegal sexual acts.

Obscenity

Inmates may not openly or publicly display photographs, pictures, drawings, or other pictorial representations of persons engaged in sexual acts, actual or simulated, masturbation, excretory functions or lewd exhibitions of the genitals which are obscene as defined in Section 311 of the Penal Code.

Gambling

Inmates may not participate in any form of gambling or bookmaking.

Gifts and Gratuities

Inmates may not ask for or accept any gift of money, property, material or substance from institution visitors, employees or other persons, and may not give any person a gift or promise of one, except as provided for by law, approved institution procedures, or as specifically authorized by the Warden or superintendent. Institution procedures established under this section should be directed toward control of property, safety of persons and institution security.

Destruction of State Property

Inmates shall not intentionally destroy, damage, deface, alter or misuse state property. To do so shall be cause for 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.

Theft
Inmates may not obtain anything by theft, fraud or dishonesty.

Unlawful Influence

Inmates may not attempt to gain special consideration or favor from other inmates, employees, institution visitors or any other person by the use of bribery, threat or other unlawful means.

Calls and Passes

Inmates must respond promptly to notices given in writing, announced over the public address system, or by any other authorized means.

Unauthorized Areas and Facility Boundaries

a. Every area of a facility which is out of bounds to inmates or which is only out of bounds at specified times shall be clearly designated. Inmates shall not enter such areas unless specifically authorized to do so by staff.

b. Inmates shall not travel past the boundaries of a facility unless escorted by authorized staff. Inmates shall not be escorted from a facility except in an emergency or when authorized for the purpose of a transfer to another facility.

Controlled Substances, Drug Paraphernalia, and Distribution

a. Inmates may not inhale, ingest, inject, or otherwise introduce into their body; possess, manufacture, or have under their control any controlled substance, controlled medication, or alcohol, except as specifically authorized by the institution's health care staff.

b. Inmates may not possess, exchange, manufacture, or have under their control any paraphernalia as defined by Health and Safety Code section 11014.5, or device related to the use, injection, or manufacture of any controlled substance or controlled medication, except as specifically authorized by the institution's health care staff.

c. Inmates shall not distribute any controlled substance or controlled medication.

d. Inmates may not possess controlled medication in quantities exceeding the dosage specifically authorized by the institution's health care staff, nor may an inmate possess controlled medication prescribed to another inmate.

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 institution procedures.

Telephones
Inmates may not use institution telephones or public coin operated telephones located on institution property except as specifically authorized. An inmate must identify himself or herself as an inmate when answering or making an inter-institution telephone call.

Identification

Inmate’s identification card issued for identification purposes, in accordance with institution procedures will be maintained by the housing unit supervisor. A photo board or file will be maintained in the Sergeants office. An inmate may be charged for replacement of a card if a physical change in the inmate’s appearance is a matter of his or her own choice and the change occurs within six months of the issue of a new or replacement card. An inmate will not be charged for replacement of a card because of a physical change in the inmate’s appearance over which the inmate has no control.

Inmate Activity Groups

a. Inmates may not establish or participate in the establishment or activities of any inmate club, inmate activity group, or any association or organization of inmates within the institution except as specifically approved by the Warden.

b. Inmate participation in an approved activity group will not be cause to deny or restrict regular correspondence and visitation rights with persons who are approved to attend and participate in such inside inmate group activities.

Falsification of Records or Documents

Inmates must not intentionally enter or introduce false information into or upon any record or document maintained by the Department of Corrections. Inmates must not destroy, delete, remove or otherwise intentionally cause any record or document maintained by the Department of Corrections and Rehabilitation to be a false or incomplete record or document by reason of such action.

Equality of Inmates

No inmate or group of inmates will be given or be permitted to assume control over other inmates. This does not preclude the use of inmates as aides or lead persons on work and training assignments when the activity is directed and supervised by responsible employees.

Gang Behavior

a. Inmates shall not knowingly promote, further, assist or participate in any gang or gang-related behavior.

b. For the purpose of this section, Gangs are defined as any ongoing formal or informal organization, association or group of three (3) or more persons
which has a common name or identifying sign or symbol whose members and/or associates, individually or collectively, engage or have engaged, on behalf of that organization, association or group, in one or more acts which include, planning, organizing, threatening, financing, soliciting, or committing unlawful acts or acts of misconduct as described in this manual.

Business Dealings by Inmates

a. Inmates shall not engage actively in a business or profession except as authorized by the Warden. For the purpose of this section, a business is defined as any revenue generating or profit making activity. An inmate who is engaged in a business or profession prior to commitment to the department shall assign authority for the operation of such business or profession to a person in the community.

b. Inmate mail may be rejected by the Warden or designee for reasons, which include, but are not limited to, the mail relates the direction of an inmate’s business or profession. This does not, however, prohibit mail necessary to enable an inmate to protect property and funds that were legitimately the inmate’s at the time of commitment.

Alteration of Clothing

a. 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 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.

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

Use of Food

Inmates shall not steal, waste, or contaminate food or equipment used in preparing, processing or serving food. Inmates shall not remove any food from the dining room, kitchen, or food storage areas except as specifically authorized by facility staff.

Personal Cleanliness

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

b. Personal Hygiene. Inmates must keep themselves clean, and practice those health habits essential to the maintenance of physical and mental well-being.
c. Inmate Grooming Standards.

1. An inmate’s hair shall be clean, neatly styled, and groomed, as specified in these regulations, when he/she is away from the immediate area of his/her quarters.
2. An inmate’s hair shall have no lettering, numbering, or designs of any kind cut, shaved, dyed, painted or in any way placed in the hair or on the scalp of the inmate.
3. An inmate shall not alter the appearance of his/her 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 and authorized, in writing, by the appropriate Institutions Division’s, Regional Administrator.
5. An inmate who is assigned to work in food preparation, processing or serving areas, and/or around machinery, or in high fire hazard areas, may be required to further limit his/her grooming in order to properly wear such health and safety equipment as is deemed necessary by staff.
6. An inmate’s fingernails shall not extend more than 1/4 inch beyond the tips of the fingers. Nails shall be neat and clean.
7. An inmate may not pierce any part of his/her body for the purpose of wearing an earring or other jewelry. A male inmate may not possess or wear earrings.
8. 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.

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

e. Quarters. 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.

Sec. 803. Classification of Rule Violation Reports and Notice of Pending Charges

9. Before the disciplinary hearing, the official who initially classified a CDCR Form 115 or staff at a higher level may change the classification of the CDCR Form 115.
10. During the disciplinary hearing, the official conducting the hearing may change a serious classification to administrative as a finding of the hearing.
11. Before or after the disciplinary hearing, the chief disciplinary officer may change a serious classification to administrative.

12. After disciplinary hearing, an administrative classification shall not be changed to a serious unless the chief disciplinary officer or warden orders a rehearing of the charges as a serious rule violation.
   a. When a rehearing is ordered by the chief disciplinary officer or warden, the inmate shall be provided all rights and procedural safeguards of a serious rule violation hearing.
   b. An order for a rehearing shall be in writing and shall include the reasons for the order. A copy of the order shall be provided to the inmate.

13. If the CDCR Form 115 is reclassified from administrative to serious, the inmate shall receive written notice and shall be subject to the provisions of a Serious Rules Violation.

Sec. 804. Administrative Rules Violations

A. Inmate misconduct reported on a CDC Form 115 shall be classified as administrative if:

   1. The misconduct does not constitute a misdemeanor offense, except as provided in section 804B of this procedure.
   2. It does not involve any of the following circumstances:
      a. The use of force or threat of violence against another person.
      b. A breach of or hazard to facility security.
      c. A serious disruption of facility operations.
      d. The introduction of possession of controlled substances or dangerous contraband.
      e. Any felony offense.

B. Administrative rule violations include but are not limited to:

   1. Theft, destruction, misuse, alteration, damage, or unauthorized acquisition or exchange of personal or state property valued at $50 or less.
   2. Possession of property, materials, items, or substances in excess of authorized limits, or possession of contraband other than controlled substances or dangerous contraband.
   4. Out-of-bounds presenting no threat to facility security.
   5. Misuse of telephone privileges presenting no threat to facility security.
   6. Mail or visiting violations presenting no threat to facility security.
   7. Failure to meet program expectations.
   8. Use of vulgar or obscene language.
   9. Failure to obey a lawful order that does not jeopardize staff or inmate safety, institutional security or daily programming.
C. Administrative rule violations shall be heard by a Hearing Officer not below the level of a correctional lieutenant, or an experienced correctional counselor I, or correctional sergeant.

1. The inmate does not have the right to call witnesses or to have an Investigative Employee assigned.
2. If deemed necessary by the Hearing Officer, the hearing shall be suspended and the inmate shall be provided staff assistance pursuant to section 807E of this procedure.

D. The Hearing Officer may find the inmate guilty and order one or more of the following dispositions:

1. Counseling, with or without reprimand.
2. Suspension of privileges specified by the Senior Hearing Officer for no more than a 30-day period starting the date the rule violation report was adjudicated.
3. Confinement to quarters pursuant to section 819, 820 and section 821 of this procedure for one or more weekends and/or holidays, not to exceed ten days and not to be imposed with subsection (6) or suspended confinement.
4. Confinement to quarters pursuant to section 819, 820 and section 821 of this procedure for a period not to exceed five consecutive days.
5. Placement of a restriction or hold on the inmate’s trust account for rule violations involving state or personal property when the inmate refuses to pay for the repair or replacement of such property or canteen.
6. Suspension of all or part of any disposition for up to 90 days based on the inmate’s acceptance of and compliance with conditions specified for suspension of the disposition.
7. Imposition for all or part of an existing suspended disposition when the current rule violation is also a violation of conditions imposed at the time of the suspension.
8. The Hearing Officer may find the inmate guilty of the charge but, in the interest of justice or because of extenuating circumstances, dismiss the formal rule violation charge and report the misconduct on a custodial counseling on a CDC Form 128-A.
9. The Hearing Officer may find the inmate not guilty and dismiss the charges.
10. The Hearing Officer may designate the rule violation serious if it is determined in the fact-finding phase of an administrative violation hearing that the misconduct is a serious rules violation. The Hearing Officer shall terminate the hearing and issue a serious CDC Form 115 to the inmate.

E. Classification Committee Review. When the Hearing Officer determines that an inmate is a program failure, as defined in this section 800B of this procedure, the Hearing Officer shall refer the administrative disciplinary
action for review by a classification committee to affirm or modify the inmates' grade, or housing assignment.

Sec. 805  Serious Rules Violations

A.  Inmate misconduct reported on a CDC Form 115 shall be classified serious if:

B.  It is an offense punishable as a misdemeanor not specified as administrative or is a felony, whether or not prosecution is undertaken.

C.  It involves any one or more of the following circumstances:
1.  Use of force or violence against another person.
2.  A breach of or hazard to facility security.
3.  A serious disruption of facility operations.
4.  The introduction or possession of controlled substances or dangerous contraband.
5.  An attempt or threat to commit any act listed in (1) through (4), coupled with a present ability to carry out the threat or attempt if not prevented from doing so.

D.  Serious rule violations include but are not limited to:
1.  Theft, destruction, misuse, alteration, damage, unauthorized acquisition or exchange of personal or state property amounting to more than $50.
2.  Hideout, preparation to escape, or possession of escape paraphernalia.
3.  Tattooing or possession of tattooing paraphernalia.
4.  Manufacture of alcohol or possession of any controlled substance, unauthorized drug, intoxicant or illegal substance.
5.  Being under the influence (use) of alcoholic beverages, controlled substances, unauthorized drugs or intoxicants in an institution.
6.  Possession of five dollars or more without authorization.
7.  Acts of disobedience or disrespect which by reason of intensity or context creates a potential for violence of mass disruptive conduct.
8.  Willfully inciting others to commit an act of force or violence.
9.  Refusal to participate in a program as ordered or assigned.
10. Recurring failure to meet program expectations within the inmate's abilities when lesser disciplinary methods failed to correct the misconduct.
11. A repeated pattern of administrative rule violations for the same offense.
12. Mail or visiting violations presenting a threat as described in section 804C of this procedure.
13. Harassment of another person, group, or entity either directly or indirectly through the use of mail or other means.
14. Throwing any liquid or solid substance on a non-prisoner.
15. Unauthorized possession of departmental records or documents which could affect any inmate's release status.
16. Refusal to submit to a test for controlled substances.
17. Refusal to provide blood specimens, a saliva sample, and palm and thumb print impressions pursuant to Penal Code, Part 1, Title 9, Chapter 6, Articles 1 though 7 (sections 295 et seq.), after receiving written notification that such specimens and samples must be provided.

18. Participation in gambling.

19. Unauthorized possession of materials or substances which have been diverted or altered from the original manufactured state or purpose with the potential to be made into a weapon; explosive or explosive-making materials; poison, caustic substance; any destructive device.

20. Self mutilation or attempted suicide for the purpose of manipulation.

21. Involvement in a conspiracy or attempt to do any of the above.

22. Any other offense that poses a threat to the safety of the institution, or risk the health and safety of any staff member or inmate.

E. Hearing. Serious rule violations shall be heard at the Senior Hearing Officer or higher level. A Senior Hearing Officer shall not be below the level of Captain, Correctional Captain, Correctional Counselor III, or an experienced Correctional Lieutenant, or Correctional Counselor II.

Sec. 806. Disciplinary Schedule

a. Division “A-1” offenses;

1. Murder, attempted murder, and solicitation of murder. Solicitation of murder shall be proven by the testimony of two (2) witnesses, or of one (1) witness and corroborating circumstances.

2. Voluntary manslaughter of a non-inmate.

3. Assault causing serious injury.

4. Assault with a deadly weapon or caustic substance.

5. Rape, attempted rape, sodomy, attempted sodomy, oral copulation, and attempted oral copulation against the victim’s will.

6. Taking a hostage.

7. Escape with force or attempted escape with force.

8. Possession, manufacture, or attempted manufacture of a deadly weapon or explosive device.

b. Division “A-2” offenses;

1. Arson involving damage to a structure or serious bodily injury.

2. Possession of flammable, explosive, or combustible material with intent to burn any structure or property.

3. Solicitation of battery with a deadly weapon or battery by means of force likely to produce serious injury, arson, or a forcible sex act.

4. Destruction of state property valued in excess of $400 during a riot or disturbance.

5. Any other felony involving violence or injury to a victim not specifically listed in this schedule.

6. Attempted escape with force or violence.
7. Introduction or distribution of any controlled substance in an institution/facility or contract health facility.
8. Extortion by means of force or threat.
9. Conspiracy to commit any Division “A-1” or “A-2” offense.

c. Division “B” offenses;
1. Attempted battery or battery on a peace officer not involving the use of a weapon.
2. Attempted battery or battery on a non-prisoner.
3. Threatening to kill or cause serious bodily injury to a public official, their immediate family, their staff, or their staff’s immediate family.
4. Theft, embezzlement, destruction, misuse, alteration, damage, unauthorized acquisition of another person’s property, or exchange of personal property, state funds, or state property valued in excess of $400.
5. Unauthorized possession or control of any controlled substance, including marijuana, or controlled medication in an institution/facility or contract health facility.
6. Sexual activity in a visiting room involving physical contact with a minor.
7. Indecent exposure with prior court conviction under PC 314 or PC 288.
8. Any felony not involving violence or the use of a weapon not listed in this schedule.
9. Conspiracy to commit any Division “B” offense.

d. Division “C” offenses;
1. Escape without force or violence.
2. Attempted escape without force.
3. Unauthorized possession of materials or substances altered from their original manufactured state or purpose and which can be made into a weapon, explosive or explosive-making material, poison, caustic substance, or any destructive device. Examples include but are not limited to metal, paper, plastic, wood, and wire.
4. Furnishing equipment for or aiding and abetting an escape or escape attempt.
5. Extortion, or attempted extortion by means of threat.
7. Solicitation of extortion, bribery, or forgery.
8. Arson.
9. Forgery, falsification, or alteration of any official record or document prepared or maintained by the department which could affect a term of imprisonment.
10. The fermentation or distillation of materials in a manner consistent with the production of alcohol or the physical possession of alcohol.
11. Possession of any narcotic, drug, or controlled substance.
13. Accessory to any felony offense.
14. Conspiracy to commit any Division “C” offense.
e. Division “D” offenses;

1. Being under the influence of alcohol, any drug, controlled substance, or other intoxicant or refusing to provide a urine specimen for the purpose of testing for the presence of controlled substance(s).
2. Use of a controlled substance (except marijuana or Barbiturates), based solely on a positive test result from an approved departmental testing method.
3. Possession of any container, device, contrivance, instrument, or paraphernalia intended for unlawful injection or consumption of narcotics, drugs, or alcoholic beverages.
4. Participating in a riot, rout, or unlawful assembly.
5. Inciting a riot.
6. Indecent exposure without a prior court conviction under PC 314 or PC 288.
7. Sexual activity in a visiting room with an adult.
8. Willfully resisting, delaying, or obstructing any peace officer in the performance of duty.
9. Promotion of gang activity.
10. Attempted battery or battery on a prisoner with no serious injury.
11. Fighting with no serious injury where the aggressor cannot be determined.
12. Possession of a cell phone or wireless device.
13. Conspiracy to commit any Division “D” offense.

f. Division “E” offenses;

1. Theft, embezzlement, destruction, misuse, alteration, damage, unauthorized acquisition or exchange of personal property, state funds or state property valued at more than $50 but less than $400.
2. Consensual participation in sodomy or oral copulation.
3. Forgery or falsification or alteration of any government document or record not affecting an inmate’s term of imprisonment.
5. Refusal to provide blood specimens, a saliva sample, or palm and thumb print impressions pursuant to Penal Code sections 295 through 300.3, after receiving written notification in accordance with PC section 298.1 that they must be provided.
6. Failure/refusal to perform assigned work with a significant work-related disciplinary history.
7. Commission of any misdemeanor offense not listed in this schedule and not specified as administrative.
8. Sexual disorderly conduct.
9. Conspiracy to commit any Division “E” offense.
10. Threats...not considered a felony.

 g. Division “F” offenses;
Sec. 807. Disciplinary Senior Hearing Officer

A. Administrative rule violations shall be heard by a Hearing Officer not below the level of a Correctional Lieutenant or an experienced Correctional Counselor I or Correctional Sergeant.

B. Serious rules violations shall be heard at the Senior Hearing Officer or higher level. A Senior Hearing Officer shall be below the level of a Captain, Correctional Captain, Correctional Counselor III, or an experienced Correctional Lieutenant or Correctional Counselor II.

C. Staff who observed, reported, classified, supplied supplemental reports to, investigated the alleged rule violation, assisted the inmate in preparing for the hearing, or for any reason have a predetermined belief of the inmate's guilt or innocence shall not hear the charges or be present during deliberations to determine the guilt or innocence and disposition of charges.

Sec. 808. Investigative Employee

A. An inmate shall be assigned an investigative employee to assist in the investigation of matters pertaining to a disciplinary action when the Chief Disciplinary Officer or designee determines the necessity within one working day after a serious rules violation has been submitted for processing based on the following criteria:

1. The complexity of the issues requires further investigation.

6. The housing status makes it unlikely the charged inmate can collect and present the evidence necessary for an adequate presentation of a defense.

7. A determination has been made that additional information is necessary for a fair hearing even if the inmate has waived the assignment.

- The Investigative Employee will establish effective communication when communicating with the inmate and document what methods used to ensure the inmate understood the issues.

B. The Investigative Employee shall:
1. Interview the charged inmate.
2. Gather information.
3. Question all staff and inmates who may have relevant information.
4. Screen prospective witnesses.
5. Submit a written report to the Senior Hearing Officer.

4. A copy of the Investigative Employee's report shall be provided to the inmate no less than 24 hours before the disciplinary hearing is held.

5. When an Investigative Employee provides assistance to an inmate, in lieu of or in addition to that provided by the Staff Assistant, the Investigative Employee shall do so as a representative of the official who will conduct the disciplinary hearing rather than as a representative of the inmate.

6. An Investigative Employee is not subject to the confidentiality provisions and shall not withhold any information received from the inmate.

7. Staff who witnessed or who will serve as a Senior Hearing Officer for the rule violation shall not serve as the Investigative Employee for that violation.

8. The inmate may not select the Investigative Employee, but may object to the one assigned, in which case, a second Investigative Employee shall be assigned to complete the investigations. The inmate's objections must be expressed prior to the beginning of the investigation.

9. Assignment of an Investigative Employee shall not preclude the assignment of a Staff Assistant.

10. The inmate does not have the right to call witnesses or to have an Investigative Employee assigned for an Administrative rule violation.

Sec. 809. Staff Assistant

(A) The inmate shall be assigned a staff assistant, as described in section 3318(b), to assist in the preparation, and presentation of a defense at the disciplinary hearing if the classifying official determines:
1. The inmate is illiterate or non-English speaking.
2. The complexity of the issues are such that assistance is necessary so the inmate comprehends the nature of the charges or the disciplinary process.
3. The inmate's disability is such that staff assistance would be necessary for the inmate to participate in the disciplinary process.
4. Exhibits bizarre behavior.

(B) At any point prior to the disciplinary hearing, if it is discovered that the inmate may need a staff assistant, the classifying official or staff at an equal or higher rank, shall be advised in writing of the need, and if appropriate per section 3315(d)(2)(A), order the assignment of the staff assistant. If the need for staff assistance is discovered by the hearing official at the time of the disciplinary
hearing, the hearing official shall postpone the hearing and order the assignment of the staff assistant. In either instance, the inmate shall be provided at least a 24 hour time period to allow for preparation with the assigned staff assistant prior to participating in the disciplinary hearing.

(C) An inmate may refuse to accept the first staff assistant at the time of assignment or at any time during the disciplinary process.

(D) If the inmate refuses the staff assistant at the time of initial assignment, a second staff assistant shall be assigned.

(E) If the inmate refuses to accept the second staff assistant or withdraws acceptance of an assigned staff assistant, the assignment of another staff assistant shall not be required unless the chief disciplinary officer or designee determines that a fair hearing cannot be held without staff assistance.

(1) Inmate participants in the Mental Health Services Delivery System at the level of Enhanced Outpatient Program, Mental Health Crisis Bed, Department of Mental Health, or Developmentally Disabled Program participants at the level of DD1-DD3 are ineligible to waive or refuse the assignment of a staff assistant. The staff assistant shall perform his/her required duties to the extent possible despite a waiver or refusal by the ineligible inmate to cooperate.

(F) Assignment of a staff assistant shall not preclude assignment of an investigative employee.

(1) When an inmate has been assigned a staff assistant and an investigative employee, the staff assistant must be present during any questioning by the investigative employee.

Sec. 810. Witnesses

A. An inmate may request that friendly and adverse witnesses attend the hearing.

B. Requested witnesses shall be called unless the official conducting the hearing denies the request for one or more of the following reasons:
   1. The appearance would endanger the witnesses.
   2. The official determines that the witness has no relevant or additional information.
   3. The witness is unavailable.

C. If the inmate's request for a witness is denied, the reasons shall be documented on the CDC 115.

D. Whether or not the inmate requests witnesses, witnesses may be called if the official conducting the hearing determines that the witnesses may have information necessary to the finding of fact.
E. The reporting employee shall attend the disciplinary hearing if requested by the inmate.

F. Under the direction of the official conducting the disciplinary hearing, the inmate has the right to ask questions of all witnesses called.

G. When a serious rule violation occurs during the transportation of an inmate, transporting staff witnesses shall be present at the hearing if requested or shall be available for questioning by telephone during the disciplinary hearing.

H. Nothing in this section shall preclude making a witness available by telephone for a disciplinary hearing.

I. An inmate witness shall not be transferred between facilities to testify at a hearing unless the CDO of the facility hearing the charges determines a fair and impartial hearing cannot be conducted unless the witness is present. When a witness is not available, the CDO of the facility where the witness is located shall be notified of the need to appoint an Investigative Employee to discuss the case with the Investigative Employee for the facility conducting the disciplinary hearing; to interview, prepare a written investigative report, and forward the report to the facility where the hearing will be conducted.

Sec. 811. Mental Health Evaluations for Disciplinary Hearings

a. An inmate shall be referred for a mental health evaluation prior to documenting misbehavior on a CDC Form 115, Rules Violation Report, in any case where the inmate is suspected of self mutilation or attempted suicide. If the mental health evaluation determines that it was an actual suicide attempt, a CDC Form 115 shall not be written and the behavior shall be documented on a CDC Form 128B (Rev. 4/74), General Chrono, for inclusion in the inmate's central file.

b. Condemned inmates at the Enhanced Outpatient (EOP) level of care will be referred to Mental Health for a CDC 115 MH evaluation.

c. Condemned inmates at the Correctional Case Management (CCCMS) level of care will be referred to Mental Health for a CDC 115 MH evaluation if the circumstances of the CDC 115 describe the inmate as exhibiting bizarre and/or uncharacteristic behavior.

d. Condemned inmates charged with indecent exposure and/or masturbation will be referred to Mental Health via the CDC 115 MH process.

Sec. 812. Hearing Procedures and Time Limitations
A. A copy of the CDC Form 115 and all non confidential reports to be relied upon in a disciplinary hearing shall normally be provided to the inmate within 24 hours after the CDC Form 115 has been classified serious or administrative and within 15 days from the date the information leading to the charges is discovered by staff or, in the case of an escapee, 15 days after the escapee's return to the department's custody.

B. Providing the inmate with a copy of the CDC Form 115 may be delayed beyond 15 days, but no more than 30 days, and shall not prohibit disciplinary action for the misconduct when all of the following criteria are met:
   1. The misconduct could be prosecuted as murder, attempted murder, or battery on staff.
   2. An investigation is continuing to identify others involved in the misconduct.
   3. Within 15 days of discovering the misconduct, a written request to delay the inmate's notification, including the reasons for the delay, is approved by the Chief Disciplinary Officer.

C. The charges shall be heard within 30 days from the date the inmate is provided a copy of the CDC Form 115 unless the charges were referred for possible prosecution and the inmate has been granted a request for postponement of the disciplinary proceedings pending the outcome of the referral, or if the inmate is transferred out of the custody of the department.

D. A disciplinary hearing shall not be held until the inmate has been provided:
   1. A copy of the CDC Form 115 and all non confidential reports to be relied upon in the hearing, including the Investigative Employee's report.
   2. At least 24 hours to review the material and prepare for the hearing. The hearing may be held earlier if the inmate waives the 24-hour period.

E. A hearing may be postponed up to 30 days upon the inmate's written request showing a reasonable need for postponement. Postponement shall not bar any disciplinary action.

F. If the hearing is postponed for any reason, such reason shall be documented in the findings section of the CDC Form 115.

G. The inmate shall normally be present at a disciplinary hearing. When a disciplinary hearing is held without the inmate present, the reason for the absence shall be documented during the hearing on the CDC Form 115. The inmate shall be present at a disciplinary hearing unless:
   1. A psychiatrist has determined that the inmate suffers from a serious mental disorder preventing the inmate from understanding or participating in the hearing, and there is a compelling reason or need to proceed with the hearing.
   2. The inmate was convicted of escape in court and has not been returned to the facility or jurisdiction from which the escape occurred.
3. The inmate has waived the right to be present in writing.

H. Staff, who observed, reported, classified, supplied supplemental reports to, or investigated the alleged rule violation; that assisted the inmate in preparing for the hearing; or for any other reason have a predetermined belief of the inmate’s guilt or innocence shall not hear the charges or be present during deliberations to determine guilt or innocence and disposition of the charges.

I. An inmate witness shall not be transferred between facilities to testify at a hearing unless the Chief Disciplinary Officer of the facility hearing the charges determines a fair and impartial hearing cannot be conducted unless the witness is present. When a witness is not available, the Chief Disciplinary Officer of the facility where the witness is located shall be notified of the need to appoint an Investigative Employee to discuss the case with the Investigative Employee of the facility conducting the disciplinary hearing; to interview the witness, prepare a written investigative report, and forward the report the facility where the hearing will be conducted.

J. When an inmate whose rule violation charges are being adjudicated is ordered to leave the hearing room, all witnesses, including staff witnesses, shall also leave the room. The inmate has a right to be present when any witness is present at the hearing.

K. When a serious rule violation occurs during transportation of any inmate, transporting staff witnesses shall be present at the hearing if requested or shall be available for questioning by telephone during the disciplinary hearing.

L. The inmate may present documentary evidence in defense or mitigation of the charges. Any finding of guilt shall be based upon determination by the official(s) conducting the disciplinary hearing that a preponderance of evidence submitted at the hearing substantiates the charge. At the conclusion of the disciplinary hearing, the inmate shall be informed of the findings and disposition of the charge and of the right to and procedure for appeal of the action. Within ten working days following review of the CDC Form 115 and CDC Form 115-A by the Chief Disciplinary Officer, the inmate shall be provided a copy of the completed CDC Form 115 containing the findings, disposition, and evidence relied upon in reaching the conclusions.

M. When an inmate is charged with possession of unauthorized or dangerous items or substances, or when unauthorized or dangerous items or substances are associated with commission of the charged rule violation, the Senior Hearing Officer shall record the disposition of the item or substance in the disposition section of the CDC Form 115.

Sec. 813. **Hearings for Transferred Inmates**

A. A condemned inmate pending disciplinary hearing shall be conducted before the inmate is transferred to another facility unless any one of the following circumstances apply:
1. An emergency transfer is necessary based on charges of involvement in a major disturbance or serious incident.

2. The inmate requires emergency medical or psychiatric treatment.

B. When an inmate is transferred before a disciplinary hearing or a rehearing is ordered on the rule violation charges after the inmate's transfer, one of the following methods shall be used to facilitate the disciplinary hearing process:

1. The inmate may be returned to the facility where the violation occurred.

2. The Warden of the facility where the violation occurred may request the hearing be conducted by staff where the inmate is currently housed or staff from the facility where the violation occurred may conduct the hearing at the facility where the inmate is housed.

   a. Facility staff where the rule violation occurred may appoint an investigative employee to conduct an investigation and prepare a report.

   b. If a staff assistant is appointed, the staff assistant shall be present at the disciplinary hearing.

Sec. 814. Refer for Prosecution

A. Except as noted in sub-section B below, all criminal misconduct by the male condemned inmate population under the jurisdiction of the Warden of San Quentin or occurring on facility property shall be referred by the Warden or designee to appropriate authorities for possible investigation and prosecution where there is evidence substantiating each of the elements of the crime to be charged.

1. Referrals for investigation of inmate criminal misconduct shall be accompanied by a JUS Form 8715 (Rev. 6/88) Department of Justice, Disposition of Arrest and Court Action.

2. The authority to which a case is referred shall be asked to provide the institution head or designee with written notification within ten working days advising if prosecution shall be initiated.

3. Inmate shall be notified in writing when misconduct is referred for possible prosecution.

B. Notwithstanding evidence substantiating each of the elements of the crime to be charged, criminal misconduct shall not be referred to the local district attorney if the local district attorney has submitted written notification to the institution head including criteria determining that specified crimes shall not be prosecuted if the crime involved meets such criteria.
C. Referral of an inmate’s misconduct for prosecution shall not stay the time limits for a disciplinary hearing unless the inmate submits a written request to the Chief Disciplinary Officer or signs and dates the CDC Form 115-A (Rev. 7/88), Serious Rules Violation Report, requesting postponement of the hearing pending the outcome of the referral.

D. A postponed disciplinary hearing shall be held within 30 days after any one of the following events:
   1. The inmate has revoked a postponement request; an inmate may revoke a postponement request any time until the prosecuting criminal authority has filed an accusatory pleading against the inmate. The request shall be submitted in writing to the Chief Disciplinary Officer or designee who shall complete the CDC Form 115-A revoking the postponement request.
   2. Written notice is received from the institution head or designee that the inmate’s misconduct will not be referred for prosecution.
   3. Written notice is received that the prosecuting authority does not intend to prosecute.
   4. Written notice is received that the criminal proceedings are terminated without an acquittal.

E. A decision to not prosecute or a court’s dismissal of criminal charges without acquittal shall not prohibit or alter a departmental disciplinary hearing on the rule violation charges.

F. A court verdict of guilty or not guilty, resulting from a trial shall be accepted as the finding of fact on the same charges in a disciplinary hearing. Should the court accept a plea agreement or negotiated settlement resulting in a conviction for a lesser offense than was originally charged, or if a court dismisses a charge prior to trial, the Department shall not be precluded from taking appropriate administrative action based on the facts contained in the original charge. If a court finds the inmate not guilty after a finding of guilty in a disciplinary hearing, the rule violation charges shall be dismissed.

G. Any verdict of the court shall not prohibit or reverse the actions of a disciplinary hearing on any lesser offenses included in the criminal charges.

Sec. 815. Confidential Material

A. The following types of information shall be classified as confidential:

   1. Information which, if known to the inmate, would endanger the safety of any person.
   2. Information which would jeopardize the security of the institution.
   3. Specific medical or psychological information which, if known to the inmate, would be medically or psychologically detrimental to the inmate.
4. Information provided and classified confidential by another governmental agency.

B. Uses of specific confidential material:

1. No decision shall be based upon information from a confidential source, unless other documentation corroborates information from the source, or unless the circumstances surrounding the event and the documented reliability of the source satisfy the decision maker(s) that the information is true.

2. Any document containing information from a confidential source shall include an evaluation of the source’s reliability, a brief statement of the reason for the conclusion reached, and a statement of reason why the information or source is not disclosed.

C. The documentation given to the inmate shall include:

1. The fact that the information came from a confidential source.

2. As much of the information as can be disclosed without identifying its source including an evaluation of the source’s reliability; a brief statement of the reason for the conclusion reached; and, a statement of reason why the information or source is not disclosed.

3. For every confidential source, there must be an independent disclosure 1030 form given to the inmate assessing the source’s reliability and credibility.

D. A confidential source’s reliability may be established by one or more of the following criteria:

1. The confidential source has previously provided information which proved to be true.

2. Other confidential sources have independently provided the same information.

3. The information provided by the confidential source is self-incriminating.

4. Part of the information provided is corroborated through investigation or by information provided by non-confidential sources.

5. The confidential source is the victim.

E. Filing confidential material:

1. Only case information meeting the criteria for confidentiality shall be filed in the confidential section of an inmate’s central file.

2. Proposed confidential documents shall be reviewed, signed, and dated by a staff person at the correctional counselor III, Captain, correctional captain or higher level to indicate approval of the confidential designation and placement in the confidential section of the central file.
3. Classification committee shall review the material filed in the confidential folder of each case considered. Any material not approved but designated confidential shall be removed from the folder and submitted to the designated staff person for review and determination.

4. Any confidential information utilized by the Classification committee in order to render a decision must be disclosed to the inmate at least 24 hours prior to the committee via a CDC-1030 Confidential Information Disclosure form.

Sec. 816. Property Control

a. Any inmate in the condemned program housed in either East Block, North Segregation or the Adjustment Center, who receives a Serious Rules Violation Report for an offense which demonstrates a propensity of violence (i.e., battery on staff, planning to batter staff or inmates, gassings, assaults upon other inmates, Possession of a weapon, etc.) or participates in an organized group disruptive behavior (e.g.: sit-downs, refusing to come off of yard, refusal to exit cells, etc.) or for any offense wherein the inmate used his personal property in the commission of the offense, will immediately be placed on "Property Control."

b. Any inmate who is commits any Division A-1, A-2, B, or C offense not listed above, shall be reviewed by the unit lieutenant for appropriateness of property restrictions. If the lieutenant determines that Property Control is necessary to ensure the safety of the unit, Property Control will be imposed.

c. The Specialized Housing Division, Institutional Classification Committee (ICC), will review all case factors within ten (10) days to determine the appropriateness of the property restriction. ICC may impose the restriction for an initial period of ninety (90) days. The 90-day period will commence on the date of the incident. ICC will review the property restriction upon the final audit of Rules Violation (RVR) to determine if the restriction should be continued, modified, or terminated.

d. The property restriction shall continue for the duration of the 90-day period. The inmate will be scheduled to appear before the ICC at the end of the 90-day period. The ICC may reinstate the property privilege, modify the restriction or continue the property restriction.

e. Property restrictions will include the following items:
1. All personal property
2. All personal clothing (not including state issued clothing)
3. All electrical appliances
4. All in-cell hobby materials
5. Loss of quarterly/annual packages
6. Loss of canteen privileges
7. Loss of leisure reading material (not including the religious or legal documents)
f. Inmates on property restrictions will only be entitled to the following items:
   1. Legal material not to exceed one cubic foot
   2. Writing material, envelopes and stamps consistent with his current grade status
   3. Personal hygiene/toiletry items consistent with his current grade status

Sec. 817. Disciplinary Detention

A. An inmate may not be assigned to disciplinary detention except on the order of a disciplinary committee or Senior Disciplinary Hearing Officer.
B. Disciplinary detention may be ordered in the inmate’s assigned cell as long as it provides the necessary security, control, and restriction of the inmate’s actions. When disciplinary detention is ordered in the inmate’s assigned cell, the conditions of detention will be the same as prescribed for disciplinary detention sections of housing units.
C. Disciplinary detention may be ordered as a continuous period of confinement or as intermittent confinement on holidays and weekends. When ordered as intermittent confinement, confinement shall not exceed 10 days during a 35-day period. The Chief Disciplinary Officer shall review the treatment of an inmate confined in disciplinary detention and consider a modification of sentence when evidence indicates the inmate is ready to conform to the rules.
D. Time served in disciplinary detention will be computed on the basis of full days in detention. The day of placement and the day of release will not count as a day of time served. Intermittent detention may extend from the end of the workday before the first full day of detention to the beginning of the workday following the last full day of detention.
E. Continuous disciplinary detention of an inmate shall not exceed 10 full days without approval of the Warden.
F. If an extension beyond 10 days is approved, the Specialized Housing Associate Warden shall note that fact in the disposition section of the rule violation report stating the reasons for the extension and the additional amount of time the inmate shall be confined, and shall sign and date the notation.
G. A request for the Specialized Housing Associate Warden’s approval to retain an inmate in disciplinary detention for longer than 30 days shall be accompanied by a current psychological evaluation of the inmate’s mental health. Such evaluation shall include a personal interview with the inmate.

Sec. 818. Conditions of Detention

A. Insofar as the safety and security of institution and for persons will permit, the designated disciplinary detention cells will be the inmate’s assigned cell in North Segregation, Adjustment Center or East Block.
B. Inmates assigned to disciplinary detention will be housed in single occupancy quarters.
C. Personal items:
   1. Inmates will not be permitted to use or possess items of personally owned property, such as radios, television sets, tape players, musical
instruments, and typewriters while undergoing disciplinary detention. Personal items necessary for health and hygiene may be used if such items are not available for issue by the institution.

2. Inmates will not be permitted to purchase, use or possess edible or consumable canteen items while undergoing disciplinary detention.

3. Inmates may be deprived of the use of personally owned clothing and footwear while undergoing disciplinary detention when adequate state clothing and footwear are issued. No inmate in disciplinary detention will be required to wear clothing that significantly differs from that worn by other inmates in the unit, except that temporary adjustments may be made for security reasons and for protection from self inflicted harm. No inmate will be clothed in any manner intended to degrade the inmate.

D. Inmates in disciplinary detention shall be fed the same meal and ration as is provided for the condemned population inmates with the exception of medical or religious diets.

E. The sending and receiving of first class mail will not be restricted while an inmate is undergoing disciplinary detention. Delivery of issue of packages, publications and newspapers will be withheld during disciplinary detention.

F. Inmates undergoing disciplinary detention retain the right to have personal visits. Privileges and amenities associated with visiting including physical contact with visitors may be suspended during the disciplinary detention period. When the number, length or frequencies of visits are limited, the inmate will be permitted to choose who will visit from among persons approved to visit before the disciplinary detention period began.

G. Inmates undergoing disciplinary detention will be provided the means to keep themselves clean and well-groomed. Showering and shaving will be permitted at least three times a week.

H. Inmates undergoing disciplinary detention will be permitted a minimum of one hour per day, five days per week, of exercise outside their cells unless security, yard availability and safety considerations preclude such activity.

I. State supplied reading material will be provided for inmates undergoing disciplinary detention. Such material may be assigned to disciplinary detention units from the inmate library and will represent a cross section of material available to the condemned population. At the discretion of the Warden, inmates enrolled in education programs who have textbooks in their personal property may be permitted to study such material while undergoing disciplinary detention.

J. Inmates undergoing disciplinary detention will not be limited in their access to the courts. Legal resources may be limited to pencil and paper, which will be provided upon request, for correspondence with an attorney or preparation of legal documents for the courts. Other legal material in an inmate's personal property may be issued to an inmate in disciplinary detention if litigation was in progress before detention commenced and legal due dates are imminent.

K. All privileges generally associated with the inmate's custody level (Grade A or Grade B) will be suspended during a period of disciplinary detention. This includes but is not limited to: personal non-emergency telephone
calls, handicraft activities, use of recreational equipment, the viewing of television, and other privileges.

L. A written report by the Specialized Housing Captain will be submitted to the Chief Disciplinary Officer whenever an inmate undergoing disciplinary detention is deprived of any usually authorized item, activity or privilege. A special report to the Chief Disciplinary Officer and to a classification committee will be made when an inmate’s circumstances indicate a continuing need for separation from the Condemned Grade A population or Condemned Grade B population or from specific persons.

Sec. 819. Administrative and Supervision of Detention Units (Cells)

A. The Specialized Housing Associate Warden will establish and maintain a plan of operations for the disciplinary detention of inmates, whether in a unit or section of a unit designated for this specific purpose or in conjunction with other special purpose housing of inmates. Such plans will conform to the provisions of this procedure and will be updated as necessary to reflect current policies and practices. A copy of the plan will be submitted to the Warden for review and approval annually, as scheduled for required plans.

B. The administration of disciplinary detention cells shall be delegated to the Specialized Housing Captain. The supervision of disciplinary detention cells shall be assigned to the Specialized Housing Correctional Sergeant.

C. Prior to an inmate being assigned to a disciplinary detention cell; the unit Correctional Lieutenant will complete the CDC 128-B (see attached) and forward to the Correctional Counselor II Supervisor, Specialized Housing Division. The Correctional Counselor II supervisor Specialized Housing Division will coordinate the signature of Mental Health staff, forwarding a completed copy to the Captain Specialized Housing Division and placement inside the inmate Central File. Inmate placement in Disciplinary Detention Cell will not begin until appropriate notification is made to Mental Health staff. This includes the completion of CDC-128 B titled, “Disciplinary Detention Cell Placement Notification.” Inmates assigned to disciplinary detention cells will be visited daily by the Specialized Housing Correctional Sergeant and by an institution physician, registered nurse or LVN. An inmate’s request to be visited by other staff will be promptly referred to the staff member. A timely response should be given to such requests whenever reasonably possible.

D. The Specialized Housing Correctional Sergeant is responsible for the physical security of the disciplinary detention cells, the control of contraband within the unit, and for safe sanitary and decent working and living conditions within the unit. When any condition within the unit or the behavior, conduct or appearance of any inmate confined therein appears to warrant the attention of specific or specialized staff, the matter will be promptly brought to the attention of appropriate staff.

E. Inmates undergoing disciplinary detention who are diagnosed by qualified medical staff as a suicide risk will be moved to a hospital setting, and medical staff will assume responsibility for such placement and for observation and supervision of the inmate. Such movement and
supervision will be in cooperation and coordination with specialized housing custody staff.

F. An inmate who persists in unduly disruptive, destructive or dangerous behavior and who will not heed or respond to orders and warnings to desist from such activity, may be placed in a management cell in the Adjustment Center on an order of the Specialized Housing Associate Warden or, in his or her absence, on an order of the Specialized Housing Captain or on an order by the Administrative Officer of the Day. In addition to any necessary incident or disciplinary reports, the matter will be reported to the Warden, Chief Disciplinary Officer or Administrative Officer of the Day, one of whom will review management cell resident status daily. An inmate who requires management cell placement for longer than 24 hours will be referred to the psychiatric unit for psychiatric evaluation.

G. Disciplinary Detention Records:
1. A Disciplinary Detention Log, CDC Form 114, is maintained in each condemned unit. Specific information required in this log will be kept current on a daily and shift or watch basis. A completed log book will be retained in the unit. Storage and purging of log books will be in accordance with department schedules.

2. An inmate assigned to Disciplinary Detention in the condemned unit will have all significant information relating to the inmate during the course of detention, from reception to release entered in chronological order on the inmates’ CDC Form 114-A Detention/Segregation Record.

Sec. 820. Confinement to Quarters/Restricted to Quarters

A. Confinement to Quarters (CTQ) may be ordered as a continuous period of confinement or as intermittent confinement on holidays, or weekends. When ordered as intermittent confinement, confinement may not exceed 10 days during a 35-day period.

B. Confinement to quarters may extend from the first full day of confinement to the beginning of the day following the last full day of confinement. Such partial days will not reduce the total number of full days of ordered confinement.

C. Restricted to Quarters (RTQ) may be ordered to ensure the safety and security of an inmate or the institution. An inmate on RTQ status will not be permitted to attend yard for safety or security reasons however all other privileges and services such as visits, religious program and medical appointments will continue to be permitted.

Sec. 821. Length of Confinement

A. No inmate shall be kept in disciplinary detention or confined to quarters more than ten days. The Chief Disciplinary Officer may shorten time spent in disciplinary detention or confined to quarters if the inmate appears
ready to conform and the facility disciplinary process will benefit by such an action. When the disciplinary detention or confined to quarters disposition has expired and continued segregation is deemed necessary, the inmate shall be processed pursuant to the Condemned Grade B custody section of this procedure.

B. No inmate shall be confined to quarters or otherwise deprived of exercise as a disciplinary disposition longer than ten days unless, in the opinion of the Warden, the inmate poses such an extreme management problem or threat to the safety of others that longer confinement is necessary. The Warden’s written approval is required for such extended confinement.

Sec. 822. Disposition of the Rule Violation

A. Upon completion of the fact finding the inmate may be found:

1. Not guilty and the charges dismissed.
2. Guilty of an administrative rather than a serious rules violation. In such case, the CDC 115 shall be reclassified as administrative and the inmate may be assessed only a disposition consistent with an administrative rule violation report.
3. Guilty as charged or guilty of an included serious rule violation and assessed a disposition outlined in this procedure.

B. The Senior Hearing Officer may find the inmate guilty and order one or more of the following dispositions:

1. Counseling, with or without reprimand.
2. Suspension of privileges specified by the Senior Hearing Officer for no more than a 30-day period starting the date the rule violation report was adjudicated.
3. Confinement to quarters pursuant to section 819, 820 and section 821 of this procedure for one or more weekends and or holidays, not to exceed ten days and not to be imposed with subsection (6) or suspended confinement.
4. Confinement to quarters pursuant to section 819, 820 and section 821 of this procedure for a period not to exceed five consecutive days. Inmates serving confinement to quarters shall be released to attend program assignments.
5. Placement of a restriction or hold on the inmate’s trust account for rule violations involving state or personal property when the inmate refuses to pay for the repair or replacement of such property or canteen.
6. Suspension of all or part of any disposition for up to 90 days based on the inmate’s acceptance of and compliance with conditions specified for suspension of the disposition.
7. Imposition for all or part of an existing suspended disposition when the current rule violation is also a violation of conditions imposed at the time of the suspension.
8. The Senior Hearing Officer may find the inmate guilty of the charge, but in the interest of justice or because of extenuating circumstances, dismiss the formal rule violation charge and report the misconduct on a custodial counseling on a CDC Form 128-A.

9. The Senior Hearing Officer may find the inmate not guilty and dismiss the charges.

10. The Senior Hearing Officer may designate the rule violation serious if it is determined in the fact-finding phase of an administrative violation hearing that the misconduct is a serious rule violation. The Senior Hearing Officer shall terminate the hearing and issue a serious CDC Form 115 to the inmate.

C. RVR’s for Controlled Substances

   1. If the rule violation included an act related to the Use, Possession or Distribution of Controlled Substances, Controlled Medication, drugs or drug paraphernalia; or if the inmate refused to submit to a test for Controlled Substances, the disposition shall include an order for the inmate to submit to mandatory random drug testing for one year from the date of the order.

      A. For the first offense, the inmate must provide a minimum of one random drug test per month for one year.
      B. For the second offense, the inmate must provide a minimum of two random drug tests per month for one year.
      C. For the third offense, the inmate must provide a minimum of four random drug tests per month for one year.

   2. Loss of Visits

      A. For a violation regarding the Distribution of Controlled Substances in the institution, there shall be a loss of visits for one year to be followed by non-contact visits for two years.
      B. For violations of unauthorized possession or control of any controlled substance, including marijuana or controlled medication in an institution loss of visits shall be as follows:

         a. Loss of visits for 90 days to be followed by non-contact visits for 90 days for the first offense.
         b. Loss of visits for 90 days to be followed by non-contact visits for 180 days for the second offense.
         c. Loss of visits for 180 days to be followed by non-contact visits for 180 days for the third offense.

   3. The inmate shall be informed that refusal to submit to a random drug test or any Positive test result during the mandatory random drug testing period shall result in the issuance of a CDC Form 115 and a new mandatory drug testing order.
4. The disposition may or when mandated include assessment of one or more of the following:
   a. Any combination of penalties authorized in section 821(B) of this procedure.
   b. Suspension of privileges specified by the SHO for no more than a 90-day period starting the date the RVR was adjudicated.
   c. Disciplinary detention or confinement to quarters as provided in section 817, 818, 819, and 820 of this procedure for no more than a 10-day period.

5. Second offense violations of distribution of a controlled substance and unauthorized possession or control of any controlled substance shall result in confinement to quarters for five days.

6. Third offense violations of distribution of a controlled substance and unauthorized possession or control of any controlled substance shall result in confinement to quarters for ten days and referral to a classification committee for consideration of placement in Condemned Grade B custody for a period not to exceed 90 days.

7. Suspension of all or part of dispositions other than ordered random drug testing and classification committee referrals, for up to six months based on the inmate’s compliance with the conditions specified for suspension.

8. Imposition of all or part of an existing suspended disposition when the current rule violation is a violation of conditions specified in a suspended disposition. Imposition of a suspended disposition shall not include confinement to quarters or disciplinary detention for a period exceeding ten days.

9. For a violation of distribution of a controlled substance, there shall be a loss of visits for one year to be followed by non-contact visits for two years.

10. For a violation of unauthorized possession or control of any controlled substance there shall be loss of visits to be followed by non-contact visits as follows:
   a. Loss of visits for 90 days to be followed by non-contact visits for 90 days for the first offense.
   b. Loss of visits for 90 days to be followed by non-contact visits for 180 days for the second offense.
   c. Loss of visits for 180 days to be followed by non-contact visits for 180 days for the third offense.

D. Dangerous Items or Substances

1. When an inmate is charged with possession of unauthorized or dangerous items or substances, or when unauthorized or dangerous items or substances are associated with commission of the charged rule
violation, the Senior Hearing Officer shall record the disposition of the item or substance in the disposition section of the CDC 115.

E. Suspension of Disposition

1. Suspension of all or part of the dispositions other than the ordered random drug testing and classification committee referrals, up to six months based on the inmate’s compliance with the conditions may be considered and decided by the CDO. The inmate must request in writing the review.

2. Imposition of all or part of an existing suspended disposition when an inmate receives a subsequent RVR that is a violation of conditions specified in a suspended disposition. Imposition of a suspended disposition shall not include confinement to quarters or disciplinary detention for a period exceeding ten days.

Sec. 823. Records of Disciplinary Matters

A. Upon conclusion of disciplinary proceedings, all documents relating to the disciplinary process, findings and disposition shall be disposed of in the following matter:

1. When an inmate is held responsible for the act charged, copies of all documents prepared for and used in the disciplinary proceedings shall be placed in the inmate’s central file. A copy of the completed CDC Form 115 shall be provided to the inmate. A copy of the completed CDC Form 115 shall be filed in the Register of Institution Violations.

2. When the inmate is guilty of the act charged or when the charge is dismissed for any reason, the documents prepared for and used in the disciplinary process shall not be placed in any file pertaining to the inmate. However, two copies of any CDC Form 115 used in the disciplinary process shall be completed as to findings and disposition. One copy of the completed report shall be filed in the Register of Institution Violations. The other completed copy shall be provided to the inmate. All other copies of the CDC Form 115 and all supplemental reports shall be destroyed.

3. Unless information developed though the disciplinary process, such as enemy information, needs to be considered in future classification committee determinations affecting an inmate found not guilty or a rule violation or whose charges were dismissed, no other recording or document relating to the rule violation charge or disciplinary proceedings shall be placed in files pertaining to the inmate.

B. Information developed though the disciplinary process, classification committee determinations affecting the inmate, or events requiring explanation shall be recorded by the disciplinary Hearing Officer on a CDC Form 128-B, Informative Chrono, and referred to the classification
committee. Such information shall include but not be limited to the following:

1. The reason for an inmate’s placement in restricted housing prior to adjudication of the charges if that information has not been previously considered in a classification committee hearing.
2. Any reason for retaining the inmate in restricted housing after a finding of not guilty or dismissal of charges.
3. Any program assignment or placement change which needs to be considered in view of other inmate or employee animosity toward the individual.

C. The CDC Form 128-B shall be placed in the inmate’s central file and a copy shall be provided to the inmate.

D. Provisions of this section shall also apply when a finding of guilt on disciplinary charges is reversed or dismissed on appeal, or when information reported on a CDC Form 128-A, Custodial Counseling Chrono, is found on appeal to be incorrect or inappropriate.

E. A finding of not guilty, dismissal or reversal of a previous finding of guilt shall require an audit and updating of any documentation in the inmate’s file reflecting a pre-hearing assumption of guilt or the original finding of guilt. Such documentation shall not be removed from the inmate’s file, but shall be annotated with a cross reference to the CDC Form 128-B documenting the most recent findings and action on the charge.

Sec. 824. Chief Disciplinary Officer Review of Disciplinary Action

A. All disciplinary methods and actions shall be reviewed by the CDO, who shall be the institution head or a designee not below the level of Correctional Administrator.

B. The CDO shall affirm, reverse or modify the disciplinary action. The CDO may order a different action, order a different method of discipline, dismiss a charge, order a rehearing of the charge, or combine any of these actions.

C. Except upon discovery of information or evidence not available or reasonably discoverable at the time of the disciplinary action, an order for a different method of discipline or for rehearing of the charges shall not result in a greater penalty or more severe action than originally taken.

D. When a rehearing is ordered by the CDO or Warden, the inmate shall be provided all rights and procedural safeguards of a serious rule violation hearing.

E. An order for a rehearing shall be in writing and shall include the reasons for the order. A copy of the order shall be provided to the inmate.
Sec. 825.  **Condemned Grade B Program Placement Criteria**

A. Grade B Program Placement Requirements

1. An inmate whose conduct endangers the safety of himself, other or the security of the institution shall be assigned Condemned Grade B.

2. When a Grade A inmate receives a serious RVR listed on the Condemned Grade B Assessment Chart, he will be assigned Grade B housing pending his appearance before ICC, to take place no later than 10 days of placement, or date of RVR.

3. When an inmate receives a serious RVR not listed in the Grade B Assessment chart, the Specialized Housing Unit Lieutenant is to use conservative discretionary decision making whether to retain in Grade A program pending the RVR hearing. If the inmate is placed in the Grade B program under these circumstances; the reason shall be documented on a CDC 128-B and a copy of the CDC 128-B shall be provided to the Captain and the Correctional Counselor II so that the inmate can be scheduled to appear before the ICC within 10 days of placement.

4. When an inmate receives an RVR that demonstrates a pattern of escalating minor infractions; two serious RVR’s within a 180-day period; the inmate shall be reviewed before the ICC to determine if he should be deemed a program failure and placed in the Indeterminate Grade B program.

5. The inmate has been found guilty of an offense for which a determinate Term of custody at Grade B has been assessed.

B. Grade B Program Classification Placement Process

1. Once a Grade A inmate is placed in Grade B housing for any of the reason(s) listed in Section A, the following process shall apply:

   a. Within 10 days of placement into Condemned Grade B housing the inmate’s case shall be reviewed by the Institutional Classification Committee (ICC).

   b. 24 hours prior to the ICC hearing, the inmate shall be provided a copy of documentation articulating his reason(s) for Grade B placement.

   c. If ICC determines Grade B is warranted during the RVR adjudication process, the ICC will determine a yard assignment, whether he is placed on property control, address enemy situations, etc. ICC will inform the inmate he will re-appear before ICC within 45 days, or sooner depending on
when the Senior Hearing Officer completes the hearing of the RVR and his counselor schedules his re-appearance.

d. If ICC determines Grade B is not warranted pending the hearing of the serious RVR, any enemy situations will be addressed, and the inmate will return to his regular Grade A program and placed back on his 120 day Grade A review. The RVR adjudication process will continue and will be reviewed during his next 120 day UCC hearing. Time constraints for the RVR still apply.

e. When the inmate appears before ICC for the after hearing review, and if the inmate is found guilty of the offense, ICC will consider all comprehensive case factors when determining 1) return to Grade A, 2) assign determinate Grade B term using the Grade B Assessment Confinement Chart, or 3) assign an indeterminate Grade B term.

f. ICC shall consider the inmate’s release from Condemned Grade B if the finding of the charge(s) is not guilty.

Sec. 826. Indeterminate Grade B Program Assignment

A. Classification Reviews

1. An inmate shall be reviewed for placement in or removal from the Indeterminate Grade B program by the ICC.

2. While assigned to the IGB program, an inmate will be reviewed by the UCC every 90 days. If program changes are necessary, the inmate will be referred to the ICC within 30 days.

3. If an inmate is assigned to the Indeterminate Grade B program and continues to receive serious RVR’s, the inmate does not need to appear before ICC each time these RVR’s are adjudicated unless the circumstances of the RVR would require a program change such as a yard change, new enemy situation, property control, etc.

B. Reasons for placement in the Indeterminate Grade B program

1. Program Failure. Program failure means any inmate who generates a significant disciplinary history within the last 180 days from the current date. A guilty finding of two serious RVR’s or one serious and two administrative RVR’s within that 180 day time period is reasonable evidence of a significant disciplinary history and may be considered a program failure.

2. An inmate who has served two terms at condemned Grade B for participation in a riot and has received subsequent disciplinary infractions shall be reviewed for placement in the Indeterminate Grade B program.

3. An inmate who has served three terms Grade B for any disciplinary infraction and has received subsequent disciplinary infractions shall be reviewed for placement in the Indeterminate Grade B program.
Sec. 827. **Determinate Grade B Term Assessment Procedure**

1. A determinate Grade B term may be established for an inmate found guilty of a serious offense listed in the Grade B Assessment chart. The term shall be established by the ICC using the standards outlined in this procedure, including the Condemned Grade B Assessment chart, factors in mitigation or aggravation, Condemned Grade B term assessment worksheet utilizing this and or the Grade B Subsequent Worksheet. Note: These forms are only utilized as a tool in assessing a determinate Condemned Grade B term.

2. The Condemned Grade B term shall be set at the expected term for the offense in the absence of mitigating or aggravating factors.

3. The term shall be recorded on Grade B Assessment Worksheet Time Calculation Table which incorporates one-fourth (1/4) clean conduct credit in the term. The computation shall establish a maximum release date and a minimum eligible release date (MERD) from Condemned Grade B term. A copy of the assessment form shall be given to the inmate.

4. Serious misconduct while serving a Condemned Grade B term may result in loss of clean conduct credits (as mentioned in #3) or an additional determinate Condemned Grade B term. The additional term may be concurrent or consecutive and shall be recorded on the Grade B Assessment Worksheet. Classification Staff Representative (CSR) approval is not required for the Condemned inmate population.

5. Up to 45 days of a Condemned Grade B inmate's clean conduct credits may be forfeited for disciplinary infractions that are not serious enough to warrant the assessment of a subsequent or concurrent Condemned Grade B term. Such forfeiture may be assessed against credits already earned or future credits.

6. Consecutive Condemned Grade B terms shall be assessed only for offenses occurring after an assessment of a prior Condemned Grade B determinate term.

7. The ICC may commute or suspend any portion of a Condemned Grade B determinate term. Once commuted, the term shall not be re-imposed. If suspended, the period of suspension shall not exceed the length of the original term imposed. CSR approval is not required.

8. The ICC shall conduct hearings on all determinate Condemned Grade B every 180 days until the expiration of the inmate’s determinate term. If an inmate serving a determinate Grade B term commits an offense listed on the Grade B Assessment Chart, which could extend his MERD, the inmate will appear before the ICC after the SHO completes adjudication. However, if the RVR incident effects a program change (e.g.: property control, yard assignment, etc.), the inmate will appear before ICC to review these factors within 10 days of the date or issuance of the RVR. He will then be scheduled for ICC within 30 days or sooner after the RVR is adjudicated. The assigned counselor will calculate a new MERD and ICC will review the RVR and assess the new Grade B determinate MERD.
term, if warranted. Otherwise, if an RVR does not effect a program change on a determinate term Grade B inmate, ICC can review the RVR during the inmate's next 180 day determinate Grade B review.

B. Mitigating and Aggravating Factors

1. Condemned Grade B custody shall be set at the expected range unless a classification committee finds factors exist which warrant the imposition of a lesser or greater period time at Condemned Grade B custody. The total period of Condemned Grade B custody assessed shall be no less than nor greater than the lowest or highest months listed for the offense in the Condemned Grade B Assessment Chart. In setting the term the committee shall determine the base offense. If the term being assessed includes multiple offenses, the offense which provides for the longest period at Condemned Grade B custody shall be the base offense. Lesser offenses may be used to increase the period beyond the expected term. After determining the base offense and the inmate’s institutional behavior history using the factors below. The committee shall then determine that either no unusual factors exist or find that specific aggravating or mitigating factors do exist and specify a greater or lesser term. The reasons for deviation from the expected term shall be documented on a CDC 128-G Classification Chrono and Grade B term assessment worksheet, a copy of which shall be provided to the inmate.

2. Factors in Mitigation:

a. The inmate has a minor or no prior disciplinary history.
b. The inmate has not been involved in prior acts of the same or of a similar nature.
c. The misconduct was situational and spontaneous as opposed to planned in nature.
d. The inmate was influenced by others to commit the offense.
e. The misconduct resulted, in part, from the inmate’s fear for safety.

3. Factors in Aggravation:

a. The inmate’s prior disciplinary record includes acts of misconduct of the same or similar nature.
b. The misconduct was planned and executed as opposed to situational or spontaneous.
c. The misconduct for which Condemned Grade B status is being assessed resulted in a finding of guilty for more than one offense.
d. The inmate influenced others to commit serious disciplinary infractions during the time of the offense.
Sec. 828. Release from the Grade B Program

1. An inmate shall not be retained Condemned Grade B beyond the expiration of a determinate term or beyond 11 months, unless the classification committee has determined before such time that continuance at Condemned Grade B is required for one of the following reasons:

a. The inmate has an unexpired MERD from Condemned Grade B term.

b. Release of the inmate would severely endanger the lives of inmates or staff, the security of the institution, or the integrity of an investigation into suspected criminal activity, gang activity or serious misconduct.

c. The inmate has voluntarily requested continued retention at Condemned Grade B custody.

2. Gang Activity. A confirmed or validated gang member or associate may be considered for release from the Grade B program after the inmate has completed the debriefing process or has been found to be inactive via an Inactive Review.

Sec. 829. Grade B Term Assessment Documents

State of California
Grade B Term Assessment Chart

Condemned Manual OP-0-608
Department of Corrections & Rehabilitation

CONDEMNED GRADE B ASSESSMENT CHART
FIXING OF DETERMINATE CONFINEMENT TO GRADE B

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>TYPICAL GRADE B IN MONTHS</th>
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<tbody>
<tr>
<td></td>
<td>LOW</td>
</tr>
<tr>
<td>(A) HOMICIDE:</td>
<td></td>
</tr>
<tr>
<td>1. Murder, attempted murder, solicitation of murder or voluntary manslaughter of a non-inmate.</td>
<td>Indeterminate Grade B Term</td>
</tr>
<tr>
<td>2. Murder, attempted murder, solicitation of murder or voluntary manslaughter of an inmate.</td>
<td>Indeterminate Grade B Term</td>
</tr>
<tr>
<td>(B) VIOLENCE AGAINST PERSONS:</td>
<td></td>
</tr>
<tr>
<td>1. Battery on a non-inmate with a weapon or physical force capable of causing mortal or serious injury.</td>
<td>09</td>
</tr>
<tr>
<td>2. Battery on an inmate with a weapon or physical force capable of causing mortal or serious injury.</td>
<td>06</td>
</tr>
<tr>
<td>3. Battery on a non-inmate with physical force insufficient to cause serious injury.</td>
<td>06</td>
</tr>
<tr>
<td>4. Battery on an inmate with physical force insufficient to cause serious injury.</td>
<td>02</td>
</tr>
<tr>
<td>5. Throwing a caustic substance on a non-inmate.</td>
<td>02</td>
</tr>
<tr>
<td>6. Fighting.</td>
<td>04</td>
</tr>
<tr>
<td>(C) THREAT TO KILL OR BATTER PERSONS:</td>
<td></td>
</tr>
<tr>
<td>1. Use of non-inmate as hostage.</td>
<td>Indeterminate Grade B Term</td>
</tr>
</tbody>
</table>

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<p>| | | | | | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>2.</td>
<td>Threat to a non-inmate.</td>
<td>02</td>
<td>05</td>
<td>09</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Threat to an inmate.</td>
<td>02</td>
<td>03</td>
<td>04</td>
<td></td>
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<tr>
<td><strong>(D) POSSESSION OF A WEAPON:</strong></td>
<td></td>
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</tr>
<tr>
<td>1.</td>
<td>Possession of a firearm or explosive device.</td>
<td>18</td>
<td>27</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Possession of a weapon, other than a firearm or explosive device which has been manufactured or modified so as to have the obvious intent or capability of inflicting traumatic injury, and which is under the immediate or identifiable control of the inmate.</td>
<td>06</td>
<td>10</td>
<td>15</td>
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<tr>
<td><strong>(E) POSSESSION/USE/TRAFFICKING OF DRUGS:</strong></td>
<td></td>
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<tr>
<td>Possession of controlled substances in an institution.</td>
<td>03</td>
<td>06</td>
<td>09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of a controlled substance in an institution; Failure on UA.</td>
<td>03</td>
<td>06</td>
<td>09</td>
<td></td>
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<tr>
<td>Trafficking by causing controlled substances to be brought into an institution or Unit for the purpose of distribution.</td>
<td>06</td>
<td>09</td>
<td>12</td>
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<tr>
<td><strong>(F) ESCAPE OR POSSESSION OF ESCAPE PARAPHERNALIA:</strong></td>
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<tr>
<td>Escape with force or attempted escape with force.</td>
<td>09</td>
<td>16</td>
<td>24</td>
<td></td>
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<tr>
<td><strong>(G) DISTURBANCE, RIOT, STRIKE:</strong></td>
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<tr>
<td>Leading a disturbance, riot or strike.</td>
<td>06</td>
<td>12</td>
<td>18</td>
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<tr>
<td>Active participation in or attempting to cause conditions likely to threaten institution security.</td>
<td>02</td>
<td>04</td>
<td>06</td>
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<tr>
<td><strong>(H) HARASSMENT:</strong></td>
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<tr>
<td>Harassment of another person, group or entity either directly or indirectly through the use of the mail or other means.</td>
<td>06</td>
<td>12</td>
<td>18</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(I) INDECENT EXPOSURE/SEXUAL DISORDERLY MISCONDUCT:</strong></td>
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<tr>
<td>Exhibition of any sexual acts, actual or simulated, masturbation, excretory functions, or lewd exhibitions of the genitals which are obscene defined in Section 311 of Penal Code.</td>
<td>03</td>
<td>06</td>
<td>09</td>
<td></td>
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<tr>
<td><strong>(J) ARSON, THEFT, DESTRUCTION OF PROPERTY:</strong></td>
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<tr>
<td>Theft or destruction of State property where the loss or potential loss exceeds $10,000 or threatens the safety of others.</td>
<td>02</td>
<td>08</td>
<td>12</td>
<td></td>
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<tr>
<td><strong>(K) EXTORTION AND BRIBERY:</strong></td>
<td></td>
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</tr>
<tr>
<td>Extortion or bribery of a non-inmate.</td>
<td>03</td>
<td>06</td>
<td>09</td>
<td></td>
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</tr>
<tr>
<td><strong>(L) REFUSAL TO ACCEPT ASSIGNED HOUSING:</strong></td>
<td></td>
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<tr>
<td>Refusal to accept assigned housing.</td>
<td>03</td>
<td>06</td>
<td>09</td>
<td></td>
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<tr>
<td><strong>(M) Except as otherwise specified, proven attempts to commit any of the above offenses shall receive one-half (1/2) of the term specified for that offense</strong></td>
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<tr>
<td><strong>(N) Any inmate who conspires to commit any of the offenses above shall receive the term specified for that offense.</strong></td>
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</tbody>
</table>

State of California  
Grade B Term Assessment Worksheet  
Condemned Manual OP-0-608  
Department of Corrections & Rehabilitation

<table>
<thead>
<tr>
<th>CDC NUMBER</th>
<th>NAME (LAST, FIRST, MI)</th>
<th>INSTITUTION</th>
<th>UNIT</th>
<th></th>
</tr>
</thead>
</table>

**RULE VIOLATION RESULTING IN THE GRADE B TERM ASSESSMENT**
(If more than one assasessable offense and no Grade B term has been established, use most serious as base term and less serious as aggravation.)

a. Rule No. ___________ Date Issued ___________ Title ___________  
b. Specific Act ___________  

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(Must be an offense on Grade B Term Assessment Chart.)

c. List range of months for the offense using
Grade B Time Computation Table................................. LOW EXP HIGH

d. Enter "expected" (mid-range) years, months, days of confinement.........................

2. FACTORS IN MITIGATION AND AGGRAVATION
(Enter "NONE" for item 2c or indicate amount of time. Describe factors and document sources.
Use only factors listed in the OP-0-608/H or concurrent offenses.)

a. Mitigating Factors. Time subtracted for mitigations.................................
   1) ........................................................................ YR MO DAYS
   2) ........................................................................ YR MO DAYS
   3) ........................................................................ YR MO DAYS

b. Aggravating Factors. Time added for aggravations.................................
   1) ........................................................................ YR MO DAYS
   2) ........................................................................ YR MO DAYS
   3) ........................................................................ YR MO DAYS

c. Total time added or subtracted.................................................................
   ........................................................................ YR MO DAYS

3. TOTAL GRADE B CONFINEMENT TIME ASSESSED
(Subtract or add time for mitigation or aggravation to expected, item 1d plus or minus 2c.)

4. DATE OF GRADE B CONFINEMENT/VIOLATION.................................

5. MAXIMUM DATE OF RELEASE FROM GRADE B.................................
(Add total time assessed to date of confinement, item 3 plus 4)

6. MINIMUM GRADE B CONFINEMENT TIME TO SERVE.................................
(Enter 75% of the total Grade B time (item 3) using the Grade B Time Computation Table)
   a. Date of confinement/violation (item 4)............................................ YR MO DAYS

7. MINIMUM ELIGIBLE RELEASE DATE (MERD).................................
(Add the minimum Grade B time to the date of confinement, item 6 plus 6a)

8. FORFEITURE OF GOOD CONDUCT CREDITS FOR SUBSEQUENT MISCONDUCT
(Enter "NONE" for item 8a or indicate the amount of time lost and describe and document the misconduct for which credit is being forfeited.) Grade B inmates may forfeit up to 45 days of clean conduct credits for each disciplinary infraction that is not serious enough to warrant the assessment of a subsequent or concurrent Grade B term. Such forfeiture may be assessed against credits already earned or future credits.

   a. Time forfeited for CDC 115 - Dated: ............................................ YR MO DAYS
      1) ........................................................................ YR MO DAYS
      2) ........................................................................ YR MO DAYS
   b. ADJUSTED MERD Cannot Exceed MAXIMUM.................................
      (Add the amount of time forfeited to the prior MERD, item 7 plus 8a)

NAME AND TITLE OF STAFF COMPUTING TERM DATE SIGNED DATE ICC ESTABLISHED TERM
DISTRIBUTION: ORIGINAL - CENTRAL FILE; COPY - INMATE

State of California
Grade B Term Assessment of Sub/Reimposed Grade B Term worksheet

Condemned Manual OP-0-608
Department of Corrections & Rehabilitation

ASSESSMENT OF SUBSEQUENT OR REIMPOSED GRADE B TERM WORKSHEET

CDC NUMBER NAME (LAST, FIRST, MI) INSTITUTION UNIT

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1. VIOLATION COMMITTED WHILE GRADE B TERM ACTIVE
   a. Rule No. ___________________ Date Issued ________ Title ________________________________
   b. Specific Act ____________________ ____________________________________________________
      (Must be an offense on Grade B Term Assessment Chart.)

2. CONSECUTIVE GRADE B TERM CALCULATIONS
   a. Prior maximum Grade B expiration date................................. YR MO DAYS
      (Grade B Term Assessment Worksheet, item 5)
   b. Enter total additional confinement time assessed.................... YR MO DAYS
      (Expected plus or minus Aggravation/Mitigation in years, month and days)
   c. New maximum expiration of term date................................. YR MO DAYS
      (Add additional time to expiration date, item 2a + 2b)
   d. New Minimum Eligible Release Date................................. YR MO DAYS
      (Add 75% of additional time to prior maximum expiration
date using the Grade B Time Computation Table, item 2a + 2b)

3. CONCURRENT GRADE B TERM CALCULATIONS
   a. Date of new violation..................................................... YR MO DAYS
   b. Enter total confinement time assessed................................... YR MO DAYS
      (Expected plus or minus Aggravation/Mitigation in years, month and days)
   c. Expiration date of new violation........................................ YR MO DAYS
      (Add total assessed to violation date, item 3a + 3b)
   d. Controlling maximum Grade B Expiration date....................... YR MO DAYS
      (Enter prior or new expiration date whichever is later)
   e. Controlling Minimum Eligible Release Date............................. YR MO DAYS
      (Enter prior date or add 75% of assessed time to violation date if the
new maximum is later, 75% of item 3b + 3a)

<table>
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CHAPTER 900 - STAFFING PATTERN

Article 1 - Specific Administrative Responsibility

Sec. 901. Condemned Section Managers

The Associate Warden, Specialized Housing Division is the administrative head
and the chief disciplinary officer of the condemned section.

The Captain will directly supervise the condemned unit. He/she is the senior
disciplinary officer for the unit and the chairperson for the Unit Classification
Committee (UCC). He/she does long range planning for unit improvement and oversees the security, control, treatment, and classification needs for the Condemned Section.

During his/her temporary absence, authority for custodial and administrative matters may be delegated to the Correctional Counselor II or Lieutenant. On the first watch, the chief custodial officer on-duty in the institution, normally the watch commander, will exercise supervisory responsibility for custodial and security matters.

Sec. 902. Correctional Lieutenant

The Correctional Lieutenant is directly responsible to the Captain. He/she is responsible for the immediate security, control and care of the Condemned Section. He/she directly supervises the correctional sergeants responsible for the Condemned Section.

The unit lieutenant is a disciplinary hearing officer. He/she writes reports and investigates incidents occurring within the Condemned Section and forwards them to the Captain. He/she reviews all written reports submitted by his/her subordinate. The lieutenant assists the Captain in developing better custody, discipline, and treatment methods for unit inmates. He/she assists in the training of unit staff.

Sec. 903. Correctional Sergeant

The Condemned Section Sergeant Second Watch, 0600 to 1400, is vested with line responsibility to the unit lieutenant. He/she is responsible for direct supervision of Condemned Sections officers in the day-to-day operation of the unit. The second watch sergeant coordinates custodial and maintenance activities for all three watches, and he/she reports discrepancies to the unit lieutenant. The sergeant supervises the routine training and assigning of officers. Specific functions and responsibility of the Condemned Section sergeant are:

a. Maintaining custodial coverage of all established posts.

b. Responsibility for supervising and making reports of count.

c. Responsibility for carrying out established procedures regarding admissions, movement, and release of inmates. He/she provides for the control and supervision of inmate movement to all scheduled activities.

d. Responsibility for the proper handling and safekeeping of keys, locking devices, and custodial equipment and restraining gear.

e. Responsibility for maintaining proper standards of cleanliness, sanitation, and healthfulness for the entire building and yard.
f. Arranging for needed maintenance and repairs to the building and its equipment.

g. Responsible for reporting to Control whenever an inmate is received into or released from this unit. He/she arranges for escort of the Condemned Section inmates in their movement outside the unit.

h. The responsibility for the keeping of the unit’s log and in keeping the CDCR-114A records concerning cell changes, Exhibit B’s, incidents, disciplinary actions, work assignments, refusal to eat, issuance of supplies, linen and clothing exchanges.

i. Establishing standards and procedures for use of communication devices and equipment, including the telephone, institutional portable radios, buzzer, and bell signal devices, letter and mail collections, and bulletin boards.

j. Coordinating of fire and emergency procedures and routine sanitation and maintenance.

k. Supervision and coordination of the issuance of clothing, canteen, bedding, and all household supplies.

l. Supervision of established procedures for shaving, bathing, hair cutting, and feeding.

m. Providing for the general health and safety of inmates, including the control and administration of medication approved by medical staff for use in the absence of medical staff.

n. Providing for the issuance and handling of inmates’ personal property, including its inspection, storage, and distribution during the inmate’s stay in the Condemned Section.

o. Responsible for keeping the Condemned Section lieutenant informed concerning the operation of the unit and for recommending to him/her whatever measures he/she deems necessary and desirable for the security and effective operation of the unit.

p. Facilitates inmate movement to all committees conducting hearings within the unit.

q. Assure that the initial inspection on each watch will be conducted by the appropriate off-going and relieving personnel.

In his/her relationship with visitors, he/she promotes understanding and appreciation for the functions and problems of the prison. He/she provides escort tours of the unit, and when indicated, helps visitors obtain an understanding of the operation of the unit(s) with prior approval of the Warden’s office.
Sec. 904. Correctional Sergeant (First and Third Watches)

The unit sergeants are responsible directly to the Condemned Section lieutenant for unit security during their assigned watches, and are responsible for recommending whatever measures are necessary for the added security and safety of the unit.

The Condemned Section sergeants on all three watches directly supervise unit officers on their respective watches. Their specific duties are identical to those outlined above (a through r).

Sec. 905. Correctional Officers

All Correctional Officers assigned to the Condemned Section are directly responsible to their unit sergeant and indirectly to the unit lieutenant. It is their responsibility to directly enforce the CCR’s and departmental procedures. Each officer is responsible for notifying the unit sergeant of any discrepancy or incident in the unit and for suggesting means of more effective security and control. Each officer has a post order which generally outlines their duties. Officers should be familiar with these orders, but must use their own judgment on matters not covered by routine procedures. It will be the policy to attempt to select officers for the Condemned Section whose experience totals one (1) year or more and whose background embraces a wide range of institutional procedures and post assignments. Judgment and stability are factors considered essential in the Condemned Section. Selection of officers will be made by consultation with the unit sergeant and lieutenant.

Sec. 906. Correctional Counselors

The Correctional Counselor II has the primary responsibility of supervision and training of the correctional counselor I’s (CCI’s) assigned to the Condemned Section. Additionally, this position will be responsible for classification of inmates assigned to the unit, and will act as an alternate chairperson of the Unit Classification Committee (UCC). The Correctional Counselor II will act as hearing officer or senior hearing officer, at the direction of the Captain.

Article 2 - Staff Assignments

Sec. 910. Uniformed Staff - North Segregation

Second Watch staffing consists of the following for North Segregation:

1 - Correctional Lieutenant.
1 - Correctional Sergeant for general and direct supervision.
7 - Correctional Officers.

North Segregation Officers are assigned as follows:

1 - Officer is assigned to each tier (two tiers).
1 - Officer is assigned as the backup tier officer on the South Tier. This Officer is also the evening Food Service Officer as well as the elevator operator.
1 - Officer is assigned as the backup tier officer for the North Tier. This Officer is also the unit Property Officer.
3 - Officers are assigned as unit gunmen.
1 - Gunman is assigned to each tier.
1 - Gunman is assigned to the outdoor exercise yard.

First and Third Watch staffing consists of the following:

1 - Correctional Lieutenant.
1 - Correctional Sergeant.
3 - Correctional Officers.
1 - Officer is assigned as the floor officer.
2 - Officers are assigned as the gunman.

Sec. 915. Uniformed Staff - East Block

Second Watch staffing consists of the following for East Block.

1  Correctional Lieutenant.
3  Correctional Sergeants.
1  Desk Officer
1  Door Officer.
2  Property Officer.
5  Search and Escort Officers.
1  Sanitation Officer.
1  Disciplinary officer
1  Canteen officer
1  Food Officer
4  Gunmen in the Unit
3  Exercise Yard Gunmen.
19  Tier Correctional Officers.

Third Watch staffing consists of the following:

1  Correctional Lieutenant.
1  Correctional Sergeant.
4  Search and Escort Officers.
4  Unit Gunmen.
10  Tier Officers
1  Food/Sanitation Officer
1  Desk Officer

First Watch staffing consists of the following:

1  Correctional Sergeant.
5  Tier Officers
Second Watch staffing consists of the following for the Adjustment Center:

1. Correctional Lieutenant.
2. Correctional Sergeant.
3. Tier Officers.
5. Property Officer.
7. Yard Patrol

Third Watch staffing consists of the following:

1. Correctional Sergeant.
2. Tier Officers.
3. Search and Escort Officers.
4. Search and Escort Officers (Shoo Law Library)
5. Food officer

First Watch staffing consists of the following:

1. Correctional Sergeant.
2. Tier Officers.
3. Search and Escort Officer

CHAPTER 1000 - PHYSICAL PLANT

Article 1 - Location

Sec. 1001. General Description - North Segregation

North Segregation is situated atop the North Block Housing Unit, accessible by an elevator or stairwell from the North Block rotunda. The cells are of inside construction with a service alley behind them giving access to all utilities for maintenance. An outdoor exercise yard is located atop the roof of the Condemned Section.

Sec. 1002. General Description - East Block

East Block is located on the Bayside and Yardside of East Block. The cells are of inside construction with a service alley behind them giving access to all utilities for maintenance. Six outdoor partially covered, exercise yards are located adjacent to the east wall of the cell block.

Sec. 1003. General Description - The Adjustment Center
The Adjustment Center is a rectangular, three story concrete and steel building of a "T" design with inside cell construction located at the base of the "T". Two outdoor group exercise yards and 34 walk alone yards are located adjacent to North Block.

**Article 2 - Unit Access**

Sec. 1010. **Access Procedure**

Legitimate business in the Condemned Units may be approved as follows:

a. CDCR staff: approved by the Captain or the watch commander. The approving staff member will notify the Condemned Unit sergeant in advance.

b. CDCR maintenance staff: approved in advance with Condemned Unit sergeant.

c. CDCR inmate maintenance workers: inmate maintenance workers are not permitted in any Condemned Unit unless:

1. Each inmate worker's name has been submitted to the Associate Warden, Specialized Housing Division for approval (see Section 493, Condemned Row Inmate Workers).

2. Each inmate worker will be supervised on-site (East Block) by a staff person. Each inmate will be under direct and constant supervision, and never left alone.

3. Each inmate worker will be given an unclothed body search upon entering and exiting the condemned unit.

4. All tools will be inventoried prior to entering and exiting from the Condemned Unit by the maintenance supervisor. The maintenance supervisor will inform the Condemned Unit sergeant of each inventory.

d. Visitors and tours: Non-CDCR staff must be cleared in advance by the Warden or designee via the Administrative Assistant to the Warden. A gate clearance and CDCR escort are required.

e. Inmate visits: No inmate visits are permitted in any Condemned Unit without the direct approval of the Warden or designee.

f. Volunteers: Volunteer Brown Card holders and Green Card holders will not be allowed access to the Condemned Units.

All staff and authorized visitors are to sign in on the Isolation Log Book, CDCR 114. If a person is unknown to the door officer, the person will be identified by identification card prior to admission into the Condemned Unit.
CHAPTER 1100 – OTHER REGULATIONS

Article 1 – Inmate Legal Access

Sec. 1101. Inmate Access to Courts

a. Inmate access to courts shall not be obstructed. Staff shall assist illiterate inmates or those physically incapable of preparing forms adopted under rules of the United States courts and the Judicial Council of California for petitions for habeas corpus or modification of custody if such an inmate requests assistance. Staff shall not in any way retaliate against or discipline any inmate for initiating or maintaining a lawsuit.

b. In addition to any other court costs, filing fees, or procedures, an inmate initiating a state civil action shall pay a three dollar ($3) filing fee to the Department.

1. Civil actions are defined as any non-criminal actions. For the purposes of this regulation, habeas corpus actions are not considered civil actions.
2. The filing fee shall be charged against the inmate’s trust account.
3. If the inmate is without sufficient funds at the time of the charge, the civil action shall be allowed to be transmitted to the courts, and the inmate shall not be charged for any remaining balance of the filing fee.

Sec. 1105. Inmate-Owned Legal Materials

Inmate-owned legal materials/documents, law books and papers shall be limited to the availability of space authorized for personal property in the inmate’s quarters/living area except as specified in this section. Inmates may possess up to one cubic foot of legal materials/documents related to their active cases, in excess of the six cubic feet of allowable property in their assigned quarters/living area. Inmates may request the institution facility store excess legal materials/documents related to their active case(s) when such materials/documents exceed this one cubic foot additional allowance. Inmate-owned law books in excess of the additional allowance shall not be stored by the institution/facility.

Sec. 1106. Legal Forms and Duplicating Services

a. The printed forms required by state and federal courts, which are supplied to the department by the courts shall be provided to inmates without charge. Inmates shall be required to pay for the duplication of printed forms and other written or typed materials, and for any special paper and envelopes required for mailing to the courts. An inmate who is without funds for 30 days or more after such materials and services are provided shall not be required to pay for the cost of those materials and services.

b. Legal duplicating services for an inmate shall be restricted (provided such restrictions will not interfere with the inmate’s access to the courts) when that
inmate abuses the service to such an extent that other inmates are deprived of
the services or it results in an unnecessary expense to the state. The authority
to place such restrictions shall not be delegated to staff below the level of
correctional or Captain. The reasons for any restrictions on the services
provided an inmate shall be documented on a CDCR Form 128-B (Rev. 4.74),
General Chrono, and placed in the inmate’s central file.

Sec. 1110. Assisting Other Inmates

One inmate may assist another in the preparation of legal documents, but shall not
receive any form of compensation from the inmate assisted. Legal papers, books,
options and forms being used by one inmate to assist another may be in the
possession of either inmate with the permission of the owner. All papers must be
returned to the respective owners when either inmate is transferred to another
institution or when other administrative action prevents direct communications
between the inmates. An inmate may be barred from giving legal assistance to
other inmates when violations of regulations and established procedures relate
directly to such activities. An inmate will not be barred from giving or receiving
legal assistance for violations of regulations and procedures which are unrelated
to providing or receiving legal assistance. However, no otherwise prohibited
contacts or access to prohibited areas will be permitted because of this regulation.

Sec. 1115. Legal Access for Inmates in Grade B Housing

a. Inmates housed in Grade B Housing for any reason will not be limited in their
   access to the courts.

b. During a period of disciplinary detention, legal resources may be limited to
   pencil and paper which will be provided upon request for correspondence with
   an attorney or the preparation of legal documents for the courts. Other legal
   material in the inmate’s personal property may be issued to an inmate in
   disciplinary detention if litigation was in progress before the inmate’s
   placement in disciplinary detention and legal due dates are imminent.

c. Inmates who are housed in any restricted unit and who are not serving a
   period of disciplinary detention may possess and have access to any legal
   resource material available to the general population and may assist each other
   in their legal work to the extent compatible with institution security.

d. If an inmate’s housing restricts him or her from going to the inmate law
   library, arrangements will be made to deliver requested and available law
   library material to the inmate’s quarters.

Sec. 1120. Mailing Legal Documents

a. 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.

b. With each transmittal of mail to a court or claim filed with the BOC requiring the addition of postage, the inmate must submit a signed CDCR Form 193, Trust Account Withdrawal Order. The mailroom will remove the trust account withdrawal order, enter the amount of postage required, and forward the order to the trust office for processing. Mail addressed to a court or claims addressed to the BOC will be posted on the inmate’s CDCR Form 119, Mail Record.

c. Notarization of legal documents is not normally required by the courts and will not be provided as a free service to any inmate, indigent or not. Inmates must pay the established notary fee for such service.

d. The cost of postage for mailing documents to the courts will be charged against an inmate’s trust account unless the inmate is without funds at the time the material is submitted for mailing and remains without funds for 30 days after the documents are mailed.

Sec. 1121. Legal Supplies for Indigent Inmates

(a) Upon an indigent inmate’s request, writing paper, envelopes, writing implement, and the postage required for five 1-ounce First-Class letters per week shall be supplied. Inmates are not allowed to trade, transfer, or swap indigent inmate supplies with another inmate.

(b) Except as provided in CCR, Title 15 subsection 3138(h) for mail to the courts or to the Attorney General, indigent inmates may request to mail any type of correspondence that weighs more than one ounce. Indigent inmates must relinquish the appropriate number of indigent envelopes to either their assigned Correctional Counselor or housing unit staff with the item to be mailed. If the item to be mailed weighs more than five ounces, the indigent inmate must relinquish all five indigent envelopes. Staff must forward the indigent envelopes with the item to be mailed to the mailroom with the notation that it is to be mailed for the indigent inmate. In order to facilitate this mailing, if requested, staff shall provide the indigent inmate with one appropriately sized envelope.

(c) Foreign mail requiring postage in excess of the minimum required for First-Class Mail shall be limited to two of the five letters.

(d) Indigent envelopes issued to an inmate become their property. The inmate shall be allowed to utilize the envelopes regardless of current financial status. A charge shall not be placed against future deposits to the inmate’s trust account to recover the cost of materials and postage provided, while the inmate was indigent as defined in CCR, Title 15 subsection 3133(a)(5).

(e) All inmate requests for indigent envelopes shall be authorized by the Institutional Inmate Trust Account Office.

(f) Any inmate attempting to use a State issued envelope intended for another inmate who is indigent shall receive progressive discipline pursuant to CCR Title 15 Section 3312.

(g) Indigent inmates desiring to correspond with their attorney or any other confidential correspondent shall be required to utilize their weekly allotment of indigent supplies to send such correspondence.
(h) In addition to indigent writing supplies and postage for the five (5) one (1) ounce letters per week, indigent inmates shall have free and unlimited mail to any court or the Attorney General’s Office.

(1) Upon request, institutions shall also provide indigent inmates free copying of the legal documents limited to the number of copies of a document required by the court, plus one copy for the opposing party and one copy for the inmate’s records.

(2) If the case is accepted by the court, the need for future copies of legal documents and necessary postage will be evaluated on a case-by-case basis.

(3) A charge shall not be placed against future deposits to the inmate’s trust account to recover the cost of materials, copying and postage provided, while the inmate was indigent.

(i) Each institution shall establish local procedures for the issuance of writing supplies to indigent inmates.

Sec. 1122. Legal Supplies Provided by Attorney

The following items will be allowed for Grade A inmates for legal supplies once per quarter. The listed legal supplies must come from an approved vendor. Two (2) reams of typing paper/writing tablets, not to exceed 1000 sheets. Forty envelopes, limited to permitted sizes only. Four (4) clear (non-metal) pens, blue or black ink ONLY. Two (2) regular expandable folders and twelve (12) regular folders. Six (6) typewriter/correction tapes, and one (1) correction ribbon/dispenser.

The following items are permitted to be sent by the inmates’ attorney(s), once per quarter, marked as “Legal Supplies” without prior approval. The package should be marked, “Attention East Block (or North Seg) Property Officer” to avoid confusion. Note: ONLY the following items will be permitted.

- Forty stamps
- Four (4) clear (non-metal) pens, blue or black ink ONLY
- Four (4) clear, plastic mechanical pencils (Note: Pens and pencils are a combination of four (4), not four (4) each.)
- Four (4) pencil lead refills
- Forty envelopes
- Two (2) reams of typing paper and/or writing tablets not to exceed 1000 sheets
- Six (6) typewriter/corrections ribbons
- One (1) mono correction tape dispenser
- Four (4) accordion folders
- Forty manila envelopes/manila folders each, no metal
- One hundred plastic paper clips, 1 in. maximum size
- Four (4) sealed Post-It note pads, maximum 3 ½ x 3 ½

All “Legal Supplies” packages will be searched and issued by the unit property officers. Any items that are not listed above as permitted will be confiscated as contraband and will need to be mailed home at the inmate’s expense or disposed of per institutional procedures.

Article 2 – Television and Video Viewing.
Sec. 1125. Movies/Videos for Inmate Viewing

a. Only movies/videos approved by the Warden or his/her designee (reviewer) may be scheduled for viewing by inmates.

b. Only those movies/videos which have been given a rating of "G," "PG," or "PG-13" by the Motion Picture Association of America (MPAA) or that have been placed on the department's discretionary showing list may be considered for viewing. Movies/videos which have been given a rating of other than "G," "PG," or "PG-13" by the Motion Picture Association of America shall not be approved for general inmate viewing. Regardless of their rating or listing, movies/videos, which, in the opinion of the reviewer, glorify violence or sex, or are inflammatory to the climate of the facility, shall not be shown.

c. The selection or exclusion of a movie/video by a facility may be challenged by members of the public by writing to the director, appealed by inmates by following the appeal process and grieved by staff by pursuing grievance procedures in accordance with their collective bargaining unit's contract and/or memorandum of understanding.

d. At the discretion of the director, a movie/video review shall be done by the movie review committee, composed of staff named by the director. Movies may be submitted for consideration as follows:

1. Movies/videos, which have not been rated, may be submitted to the director for the committee's consideration for general inmate viewing.

2. Movies/videos which have an MPAA rating of other than "G," "PG," or "PG-13," or have not been rated by the MPAA, may be submitted to the director by the facility reviewer or a contract vendor for the committee's consideration for specified limited inmate viewing purposes (e.g., education or contracted service vendor programs).

3. Movies which are challenged by the public, appealed by inmates, and grieved by staff pursuant to subsection (e) of this section shall be reviewed by the committee at the director's discretion.

e. The committee may determine a movie/video to be unacceptable for inmate viewing, acceptable for general inmate viewing or acceptable for specified limited inmate viewing purposes.

f. The committee will place movies/videos on a statewide "discretionary showing list" under the category of "approved for all purposes," or under the category of "approved for specified limited inmate viewing purposes" (specifying the limited or special purpose for which the movie is being approved), or under the category of "unacceptable for inmate viewing." A movie's/video's placement on the list as approved will not require that it be shown by a facility.
Article 3 - Inmate Donations and the Inmate Welfare Fund.

Sec. 1131. Donations

Inmates may with permission of the Warden make voluntary donations from their trust account funds for any approved reason or cause. Permission shall be denied if any of the following exist:

a. There is evidence of coercion.

b. The inmate’s trust account balance is less than the amount of the proposed donation.

c. The inmate is mentally incompetent.

d. The proposed amount of the donation is less than one dollar.

e. The reason or cause advocated could jeopardize facility security or the safety of persons.

Sec. 1132. Inmate Welfare Fund Processing Fees

a. Ten percent shall be deducted from inmate donations for deposit in the inmate welfare fund to offset trust office transaction processing costs.

Monies collected from sales of products, commodities, or services shall be subject to the deduction based on gross sales.

Article 4 - Institution Publications

Sec. 1135. Inmate Publications

a. As used in this article, an inmate publication means any journal, magazine, bulletin, newsletter, newspaper, or other material published by inmates.

b. Inmates may participate in the publication and distribution of an inmate publication only with the Warden’s specific approval.

Sec. 1136. Material Prohibited from Inmate Publications

a. Inmate publications shall not contain material the institution head determines to be a threat to facility security or the safety of persons, or determines that it:

1. Offends any race, gender, nationality, religious faith, or sexual preference.
2. Contains lewd, pornographic, sexually suggestive, libelous, has profane or vulgar terminology, or otherwise is prohibited as contraband.
3. Attacks any individual.
4. Serves as a conveyance for individual complaints or substitute for the department’s appeal process.
b. The names or photographs of inmates or staff shall not be used without the individual’s written permission.

Article 5 - Other Regulations.

Sec. 1140. DNA and Forensic Identification

a. All inmates committed to the custody of the department after having been convicted of, found guilty of, having pled guilty or no contest to, or having been found not guilty by reason of insanity for, any offense listed in Penal Code (PC) Section 296(a), or whose records indicate a prior conviction for such an offense, shall provide all of the following required specimens to be submitted to the Department of Justice (DOJ) as soon as administratively practicable:

Condemned inmates will provide this specimen upon arrival at San Quentin Receiving and Release Unit. The inmate will provide:

1. Two Blood Specimens.
2. One Saliva Sample.
3. Two Right Thumb Print Impressions.
4. Full Right and Left Full Palm Print Impressions.
5. Writer’s Palm Print Impression.

b. The listed specimens shall be provided under the following circumstances, unless the inmate’s central file or other records indicate that all required specimens have already been obtained:

1. Whether or not the offense predated the enactment of the DNA and Forensic Identification Data Base and Data Bank Act of 1998, or any amendments to it;
2. Whether or not the court advised the convicted person of this requirement;
3. Whether or not the punishment for the offense was stayed; any offense which has been stricken or dismissed, shall require no collection of these specimens;
4. If the inmate was convicted of a state or federal offense in another state, which would constitute an offense as listed in PC Section 296(a);
5. If notification is received from the DOJ that an inmate’s specimens already taken for any purpose are not usable for any reason.

c. Newly committed inmates criteria established in PC Section 296(a), shall, provide the required specimens as soon as practicable.

d. Only medical staff trained and certified to do so shall draw blood; the drawing of blood samples shall be done in accordance with medical standards. The specimens, samples, and print impressions collected pursuant to Penal Code, Part 1, Title 9, Chapter 6, Articles 1 through 7 (Sections 295 et seq.), shall be forwarded immediately to the DOJ.
samples shall be deposited on buccal swabs provided by the DOJ. A right thumbprint and a full palm print impression of each hand, and the writers palm print impression shall be taken on forms prescribed by the DOJ. The palm print forms shall be forwarded to and maintained by the Bureau of Criminal Identification and Information of the DOJ. Right thumbprints also shall be taken at the time of the withdrawal of blood, and shall be placed on the forms and the blood vial label. The blood vial and thumbprint forms shall be forwarded to and maintained by the DNA Laboratory of the DOJ.

e. Only designated medical, custody, and/or local law enforcement shall handle forms or specimens after their collection.

f. Any inmate who refuses to give any or all of the following, blood specimens, saliva samples, or thumb or palm print impressions as required by Penal Code, Part 1, Title 9, Chapter 6, Articles 1 through 7 (Sections 295 et seq.), after he has received written notice that he is required to provide specimens, samples, and print impressions is guilty of a misdemeanor. An inmate who refuses shall be subject to progressive discipline.

g. The use of reasonable force shall not be authorized without the prior written authorization at the level of Facility/Correctional Captain or higher. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression as required by law, and that he or she refused to do so.

h. The use of reasonable force shall be preceded by efforts to secure voluntary compliance.

i. If the use of reasonable force to obtain DNA includes a cell extraction, the extraction shall be videotaped. The videotaping shall depict all correctional personnel directly involved and the advisement to the inmate that the requisite specimen, sample or impression is required. All incidents that required the use of reasonable force to obtain DNA samples shall be tracked and maintained by the institutional DNA coordinator and forwarded to the assistant director, Law Enforcement Investigative Unit (LEIU).

Sec. 1145. Inmate Access to Computers

Condemned inmates do not have access to any computer connected to a local area network (LAN), except as approved by the ISO; nor shall inmates access any computer, which has any type of direct, outside communication capability.

Sec. 1146. Inmate/Parolee Request for Interview, Item or Service

(a) Inmates and parolees may request interviews with staff and/or request items and services via a written request process. The objectives of timely resolution of routine matters through an effective and non-conflictive communication process
shall be facilitated by the practices set forth in this article, which shall be henceforth applied uniformly toward that end. Department staff shall attempt to resolve inmate and parolee issues expeditiously.

(b) The written request process may be used when the inmate or parolee seeks a response to an issue or concern related to his or her confinement or parole.

(c) The department shall ensure that inmates and parolees will have access to the CDCR Form 22 (10/09), Inmate/Parolee Request for Interview, Item or Service, which is incorporated by reference. This form shall be made readily available in:
   (1) All inmate housing units, general or segregated.
   (2) All institutional libraries.
   (3) Any facility under the department’s jurisdiction, whether residential or medical, where inmates are required to remain more than 24 hours.
   (4) All parole field offices.

(d) The Inmate/Parolee Request for Interview, Item or Service form will provide:
   (1) A written method for an inmate or parolee to address issues and concerns with staff and/or to request items and services.
   (2) A record of the date the form was first presented to staff, and the date of each staff response.

(e) When seeking response to a written request for an interview, item, or service, the inmate or parolee shall complete the Request for Interview, Item or Service form to describe his or her request. The inmate shall deliver or mail via institutional mail the completed form to any staff member who is able to respond to the issue. The parolee shall deliver or mail via the United States Postal Service the completed form to his or her parole agent, who shall respond to the issue or, as appropriate, route the form to another staff member who is able to respond to the issue.

   (1) If the inmate or parolee mails the form, the receipted copy of their request may also be returned by staff via the mail.
   (2) As the written request process does not stay the time constraints for filing an appeal, the inmate or parolee is not precluded from filing an appeal on the same issue prior to receiving a response to their written request. However, the appeal may be rejected by the appeals coordinator or designee with instructions to complete the request form process before resubmitting the appeal.

(f) Upon receipt of an inmate or parolee completed Request for Interview, Item or Service form, the employee shall:
   (1) Accept, date and sign the form.
   (2) Provide to the inmate or parolee the bottom copy of the employee signed form, which shall serve as the inmate’s or parolee’s receipt to verify the date of submittal. The employee, at his or her discretion, can respond to the request at this time or wait until he or she has more time to respond within the constraints of this article.
   (3) The receipt of an inmate- or parolee-completed form does not preclude a staff member from forwarding the document to a more appropriate
responder; however, employees shall either deliver the form to the staff member or place it in institutional mail addressed to the intended staff member within 24 hours.

(4) Within three working days after receipt of the form, the responding employee shall:
   (A) Note his or her decision or action on the form.
   (B) Sign and date the form.
   (C) Retain a copy for his or her records.
   (D) Return the original and remaining copy of the form to the inmate or parolee.

(g) If the inmate or parolee is dissatisfied with or disagrees with the staff member's response, he or she may submit the Request for Interview, Item or Service form to the employee's supervisor for review, while retaining a copy for his or her records. Only in the absence of the staff member's supervisor may the inmate or parolee submit the form to another supervisor of the office or unit in question.

(h) Within seven calendar days of receipt of the Request for Interview, Item or Service form, the supervisor shall:
   (1) Indicate a decision or action on the form.
   (2) Sign and date the form.
   (3) Ensure a copy is made and retained in the facility records for a period no less than prescribed for inmate correspondence in the approved departmental records retention schedule.
   (4) Return the original to the inmate or parolee.

(i) An inmate or parolee's documented use of a Request for Interview, Item or Service form does not constitute exhaustion of administrative remedies as defined in subsection 3084.1(b) of the CCR, Title 15.

Any Request for Interview, Item or Service form specifically related to the Execution process, will be forwarded directly to the Litigation Coordinator for response.

Sec. 1150. Restitution Fines and Direct Order Collections

a. When an inmate owes any obligation pursuant to a direct order of restitution imposed by a court, the department shall deduct 40 percent or the balance owing, whichever is less, from the inmate's wages and trust account deposits regardless of the source of such income. In addition, an administrative fee of 10 percent of the deduction shall be deducted to Reimburse the department for its administrative costs, for a maximum deduction of 44 percent. A maximum deduction of 44 percent shall remain in effect through December 31, 2006 at which time subsection (b) shall take effect.

b. Effective January 1, 2007 and thereafter, when an inmate owes any obligation pursuant to a direct order of restitution imposed by a court, the department shall deduct 50 percent or the balance owing, whichever is less, from the
inmate’s wages and trust account deposits regardless of the source of such income. In addition, an administrative fee of 10 percent of the deduction shall be deducted to reimburse the department for its administrative costs, for a maximum deduction of 55 percent.

c. When an inmate owes any obligation pursuant to a restitution fine imposed by a court, the department shall deduct 40 percent or the balance owing, whichever is less, from the inmate’s wages and trust account deposits regardless of the source of such income. In addition, an administrative fee of 10 percent of the deduction shall be deducted to reimburse the department for its administrative costs, for a maximum deduction of 44 percent. The amount deducted, less the administrative fee, shall be transferred to the California Victim Compensation and Government Claims Board for deposit in the Crime Victims’ Restitution Fund in the State Treasury. The inmate shall be credited for the amount deducted, less the administrative fee, against the amount owing on the fine. A maximum deduction of 44 percent shall remain in effect through December 31, 2006 at which time Subsection (d) shall take effect.

d. Effective January 1, 2007 and thereafter, when an inmate owes any obligation pursuant to a restitution fine imposed by a court, the department shall deduct 50 percent or the balance owing, whichever is less, from the inmate’s wages and trust account deposits regardless of the source of such income. In addition, an administrative fee of 10 percent of the deduction shall be deducted to reimburse the department for its administrative costs, for a maximum deduction of 55 percent. The amount deducted, less the administrative fee, shall be transferred to the California Victim Compensation and Government Claims Board for deposit in the Crime Victims’ Restitution Fund in the State Treasury. The inmate shall be credited for the amount deducted, less the administrative fee, against the amount owing on the fine.

e. When an inmate owes both a restitution fine and a direct order of restitution from a sentencing court, the department shall collect on the direct order(s) of restitution first. Upon satisfaction of the direct order(s) of restitution, collection of any unsatisfied restitution fine(s) shall commence until paid in full.

Sec. 1155. Inmate Manuscripts

a. Possession. Any manuscript remains the property of the inmate who created it. It may be retained in the inmate’s possession.

b. Unauthorized or Dangerous Material.

1. If unauthorized state materials have been used in the creation of a manuscript, the item may be impounded pending disciplinary action and reimbursement by the inmate for materials used.

2. An inmate will not be permitted to retain in his personal possession manuscripts, which violate the provisions of Contraband. Any such
manuscript will be confiscated and disposed of in accordance with current policy, or providing there is no conflict with the regulations governing the mail and the handicraft, the manuscript and related material may be sent to a person outside the correctional facility as designated by the inmate.

c. Incoming and outgoing manuscripts will be processed as regular mail.

Sec. 1160. **Inmate Membership in Outside Organizations**

a. Inmates may obtain and retain membership in outside organizations and associations provided such membership does not threaten facility security or the safety of staff, inmates, or the public; and creates no financial burden on the state.

b. An inmate’s membership in an outside organization shall not entitle any member to conduct the organization’s activities within a facility, or to represent inmate members in department or facility matters, except as specifically approved by the institution head or the director.

c. Unless such an act would jeopardize facility security or safety of persons, inmate members of outside organizations shall be permitted to possess membership cards. Condemned inmates are not permitted to wear membership buttons or lapel pins of such organizations as it possess an unnecessary security risk to the institution.

Sec. 1170. **Testing of Controlled Substances**

a. The department shall prescribe the products, equipment, and methods for testing suspected controlled substances. “Field” or on-site testing shall be conducted only by trained and certified personnel.

b. Field tests may be performed on any suspected substance found on institution property or in the possession or under the control of any inmate, or in the possession or under the control of persons other than inmates who come on institution property.

c. The securing of a urine sample from an inmate, for the purpose of testing for the presence of controlled substances shall be done for the following reasons:

1. When there is reasonable cause to believe the inmate has possessed, distributed, used, or is under the influence of a controlled substance.

2. When mandatory random testing is known to the inmate to be a condition for the inmate’s participation in a specific program, assignment, or activity.

3. As part of an authorized disposition of a disciplinary hearing.
4. The inmate is selected by the institution’s/facilities random drug testing selection process.

d. Inmates must provide a urine sample when ordered to do so pursuant to these regulations, for the purpose of testing for the presence of controlled substances.

e. Field testing shall be conducted for “screening” purposes only.

f. The test results from a urine sample submitted for testing for the presence of an unauthorized controlled substance that has been confirmed as positive by a laboratory may be considered as sufficient evidence to charge the user with having had possession of the controlled substance.

g. When evidence remaining after a field test or resulting from a field test is not suitable or sufficient for submission to a laboratory for confirmation of the field test, the field test results may be considered in a disciplinary hearing for possession of a controlled substance. Under such circumstances, a finding of guilty shall be based upon the preponderance of all evidence presented at the disciplinary hearing.

h. “Field” or “laboratory” testing for sobriety or the use of alcoholic beverages, a controlled substance, unauthorized drug, or intoxicant is not required if other evidence corroborates use. Privilege loss and other authorized disciplinary actions may be taken based on a preponderance of evidence and testimony.

i. The identification of unauthorized controlled medication may be confirmed by a licensed pharmacist and that confirmation may be used as evidence in a disciplinary hearing. There shall be no requirement for laboratory testing of intact controlled medications when identification of the controlled medication has been confirmed by a pharmacist.

j. When an inmate is tested randomly or due to reasonable suspicion for controlled substance the RVR will be written on the date of discovery (the date the positive test results are received from the lab) and the inmate will be placed on Grade B housing pending ICC and subsequent adjudication of the RVR; unless the circumstances surrounding the reason for the test warrant immediate Grade B program placement.

k. Random drug testing / reasonable suspicion should be clearly indicated on the RVR as to which category that the RVR is in. The reason for the reasonable suspicion will be clearly indicated in the body of the RVR, and again the SHO will speak to this reason in the findings section of the RVR. If the RVR was generated from a random testing situation, there again it will be properly addressed. Additionally, if the positive test came as a result of random testing as a result of a prior RVR, then that will be addressed in the body of the RVR as well as the findings section of the disciplinary.
Sec 1175.  Arrest and Detention of Civilians

a. It is the policy of the department to arrest and detain civilians only when their unlawful actions or activities present an immediate and significant threat to the custody and control of inmates, employees and the public.

b. It is the policy of the department to only effect the arrest and detention of a civilian when there is sufficient cause to believe that the individual’s unlawful action or activity is deliberate and intended for a purpose described in (a). Suspicion of unlawful actions or activities will not be cause for the arrest and detention of an individual, but may be cause for ordering or escorting the individual off departmental property or institution grounds, and for referral to local authorities.

c. The warden will establish and maintain up-to-date local procedures reflecting the policies set forth in this section. Such local procedures will include provisions for informing individuals of their rights and for referral of cases to local authorities. Such procedures will be reviewed annually by the administrator, and will be made available for departmental audit and for inspection as a public record when requested.

Sec. 1180.  Polygraph Examinations

a. Polygraph examinations may be administered by departmental staff to inmates, and employees in the course of an investigation of official matters, under the following conditions:

1. The examinee has, without coercion, signed a written statement of consent to the examination.

2. The polygraph examiner is a Law Enforcement Liaison Unit staff member.

3. The Assistant Director, Law Enforcement Liaison Unit, has approved the examination.

b. Polygraph examinations shall not be used as an alternative to regulatory requirements for determining a person’s guilt or innocence of charges in disciplinary matters.

Sec. 1185.  Inmate Name Change

a. All inmate requests for a legal name change shall initially be reviewed by the Warden who shall either recommend approval for a legal name change or deny the request for a legal name change.

b. If the request is denied, the Warden shall respond to the inmate in writing with the reasons for denial. A copy of the denial shall be placed in the miscellaneous section of the inmate’s central file.
c. If the Warden finds reasons that exist to warrant an inmate’s request for a name change, then the Warden shall forward the request to the aligned associate director along with a memorandum listing the reasons for recommending approval. A copy of the memorandum shall be placed in the miscellaneous section of the inmate’s central file.

d. If the Associate Director agrees with the recommendation to approve the request for a name change of an inmate, a letter shall be forwarded to the court explaining why the Department is recommending approval for a name change, along with the inmate’s request. A copy of the letter shall be placed in the miscellaneous section of the inmate’s central file.

f. If the Associate Director denies the request for a name change of an inmate, a letter shall be forwarded to the inmate with the reasons for denial. A copy of the letter shall be placed in the miscellaneous section of the inmate’s central file.

g. Upon receiving final approval from the court with the ordered name change and receiving departmental approval, the Correctional Case Records Manager shall notify the facility mailroom and visiting room of the name change. The court order shall be placed in the miscellaneous section of the inmate’s central file, along with other documents related to the request for a name change.

h. The mailroom and visiting room staff of the facility shall update their records to reflect the additional name of the inmate.

i. The original commitment name of the inmate shall remain on all departmental records and shall continue to be used on all departmental records.

j. The new legal name change shall be entered into the Offender Based Information System (OBIS) under the section “Also Committed As.”

k. The inmate shall be notified to inform all persons who may visit or write him/her that they must use the inmate’s departmental identification number when using the inmate’s new name.

l. If the court ordered name change is received without departmental approval, this clearly indicates that the inmate has not followed proper procedure to legally change his/her name. In this case, the Warden shall notify the issuing court in writing that the name change cannot legally be changed without the Director’s approval pursuant to the Code of Civil Procedure, section 1279.5. A copy of the letter shall be placed in the miscellaneous section of the inmate’s central file and a copy shall be provided to the inmate.

Sec. 1186. Mental Health Referral with Commutation of Death Sentence

Upon confirmation that an inmate’s death sentence has been commuted, the inmate shall be referred to mental health for a review. This referral shall occur by filling out a CDCR-128MH5 Mental Health Referral Chrono as well as contacting...
the mental health department's senior psychologist overseeing the condemned program.

CHAPTER 1200 – PUBLIC INFORMATION AND COMMUNITY RELATIONS

Sec. 1201. Public Access to Facilities and Programs

Correctional facilities and programs are operated at public expense for the protection of society. The public has a right and a duty to know how such facilities and programs are being conducted. It is the policy of the department to make known to the public, through the news media, through contact with public groups and individuals, and by making its public records available for review by interested persons, all relevant information pertaining to operations of the department and facilities. However, due consideration will be given to all factors which might threaten the safety of the facility in any way, or unnecessarily intrude upon the personal privacy of inmates and staff. The public must be given a true and accurate picture of department institutions and parole operations.

Sec. 1210. Media Access to Facilities

a. Media representative access to a department facility or contract facility shall require prior approval of the institution head. Editorial researchers, free-lance writers without an outlet assignment verification, authors of books, film makers, or other persons may be authorized access to a facility only with approval of the Warden and assistant director, communications.

1. Facilities, on-duty staff, inmates or records under control of the department shall not be used in conjunction with film making, radio or television programs, or the writing of books, magazine articles or syndicated stories without prior approval of the director.

b. Within a facility, media representatives shall be under direct supervision of the facility or regional public information officer or their designee.

c. Media representatives shall not enter security housing units, condemned units, the gas chamber, or any area currently affected by an emergency situation without approval of the director or designee.

Sec. 1215. Authorized Release of Information

a. Only an employee designated by the institution head shall inform the media regarding a facility incident or newsworthy event.

b. No person without written authorization of the affected individual shall disclose the name of other identifying information of any person as having Acquired Immune Deficiency Syndrome (AIDS) nor shall they disclose any person's blood test results to detect AIDS related antibodies.
c. Information derived from a person's Criminal Identification and Investigations Report shall not be provided to the media.

d. Including the limitation of (c) above, the only inmate data, which may be released to the media, include the inmate's:

1. Name.
2. Age.
4. Place of previous residence.
5. Commitment information obtained from their adult probation officer report.
6. Facility assignments and behavior.
7. General state of health.
8. Cause of death.
9. Nature of injury or critical illness (unless the condition is related to the Acquired Immune Deficiency Syndrome).
10. Sentencing and release actions.

Sec. 1220. Notifying Media of Escapes

a. In the event of an actual or suspected escape, the facility or regional public information officer, or off-duty hour's designee, shall notify radio and television stations and newspapers in the surrounding communities and the missing inmate's home community.

1. The missing inmate's physical description, estimated time of disappearance and other pertinent details shall be provided.

2. The media shall be informed of the facility's search efforts and cooperation with local law enforcement agencies.

b. When available, the missing inmate's identification photograph or short escape bulletin shall be furnished to the notified television stations and newspapers. If a photograph or short escape bulletin are not available for distribution, the media shall be informed that one is posted at the facility's front entrance where they will be permitted to take a picture of it for their use.

Sec. 1225. Media Inquiries

a. Media inquiries shall be given high priority; facts shall be gathered as quickly as possible and provided to the inquirer. If the requested facts are not known or are otherwise available, the inquirer shall be so informed and the reasons therefore.

b. No information developed to answer a media person's inquiry nor the fact that an inquiry was made shall be volunteered to another media person.
Sec. 1230. Routine Media Interviews

a. Media representatives may be permitted random face-to-face interviews with inmates housed in facilities under the jurisdiction of the department, and random or specific-person face-to-face interviews with staff. Such interviews shall be conducted as stipulated by the institution head, including restricting the time, place and duration of interviews, and size of technical crews.

1. Random interviews of individuals involved in a specific activity or program, or encountered while covering a facility activity or event shall be limited to the time, areas and segments of the facility population designated by the Warden.

2. Inmates may not participate in specific-person face-to-face interviews.

b. Use of cameras or recording equipment shall require prior approval of the Warden or designee.

c. The media representatives or their organization may be required to pay the security or escort costs provided for the interview.

d. No inmate or staff shall be interviewed against their will.

e. CDCR Form 146 (Rev. 7/91), Inmate Declaration to News Media Contact, shall be completed whenever an inmate is the subject of a still, motion picture or other recording intended for use by a television or radio station, or newspaper, magazine or other publication.

f. One employee shall witness the inmate’s signature on the completed CDCR Form 146.

g. Inmates under 18 years of age shall not be photographed, filmed or video taped.

Sec. 1235. Seriously or Terminally Ill Inmate Media Interviews

a. Media interviews shall not be permitted with an inmate suffering from a mental illness when, in the opinion of a psychiatrist or psychologist, the inmate is not capable of giving informed consent or their condition may be worsened by such an interview.

b. Controlled access may be permitted to seriously or terminally ill patients and their housing areas. Random interviews in such unit shall be closely monitored and shall be terminated if a majority of the unit’s inmates object.

c. No more than two visits per calendar month to a unit housing seriously or terminally ill inmates shall be allowed. Visits shall be on a first-come, first-served basis with a waiting list to be maintained by the facility’s public information officer. A “pool” of no more than ten media persons per visit shall be permitted.
Sec. 1240. **Cameras and Other Audio or Visual Recording Devices**

a. Staff cannot prohibit a person who is not on facility property from photographing, filming, video taping or otherwise recording any department facilities, employees, inmates, or equipment.

b. Persons are prohibited from interrupting, interfering or communicating with an inmate being transported or working off facility grounds without prior authorization of the staff person in charge or institution head.

c. Photographs, films or videotapes for other than department purposes, which reveal an inmate’s identity may be taken within a facility subject to the following conditions:

1. A CDCR Form 146 shall be completed for each inmate before a photograph, film or videotape identifying the inmate may be taken.

2. An inmate’s consent is not required where individuals in such settings as an exercise yard or dining hall are not singled out or where the inmate’s identity is not revealed; however, before such shots are taken, inmates shall be advised so those who do not want to be recognized may turn away or leave the area.

d. Unless there is a specified threat of imminent danger to an inmate by releasing their photograph, media representatives shall be permitted access to identification photographs without the inmate’s consent.

1. Media representatives shall pay for the facility’s cost to provide such requested photographs.

2. Current photographs of escaped inmates shall be provided without charge.

e. Possession of any camera or other recording device within a facility is prohibited unless specifically authorized by the Warden.

f. No camera or other recording device shall be permitted within the execution chamber area without the approval of the Warden.

1. Photographs or any other audio or visual recordings of an execution is prohibited.

2. Media photography, filming or videotaping of the execution chamber is prohibited; however, stock department photographs and videotapes of the area are available upon request.

g. Before photographers and camera operators enter a facility, they shall be informed of any restrictions, including all photographs or recordings are...
prohibited of: persons without their consent; and procedures, equipment or structures which will compromise security.

h. Any photographs, film, video tape or other recording taken within facilities in violation of these regulations shall be seized and placed undamaged, undeveloped and unviewed in a secure area. The media representative’s supplies and equipment shall not be damaged.

Sec. 1245. Group Visits

Visits to a facility by interested groups may be permitted by the Warden under conditions not jeopardizing facility security or the safety of persons. Visitors shall be escorted through the facility as specified by the Warden. Tours shall be conducted in a manner avoiding embarrassment of inmates or visitors, and disruption of normal activities.

Sec. 1250. Employee Guests

Employees requesting to bring visitors into a facility shall first obtain authorization from the Warden.

Sec. 1255. Arts and Crafts Exhibits

The public may be permitted to attend displays of inmate-made articles provided:

a. Facility security shall not be jeopardized.

b. Adequate facilities and staff are available to control against unauthorized visiting and introduction of contraband.

c. The activity does not interfere with the normal facility operation.

Sec. 1260. Inmate Contacts with the Public

Inmates shall not initiate any personal contact with the public except as specifically authorized. This does not preclude an inmate’s courteous and appropriate response when contact is initiated by a member of the public.

Sec. 1265. Access of Public Officials to Facilities

a. A public official, except as provided in (b) below, of another governmental department or agency who needs to interview staff or inmates or to conduct an inspection shall request permission of the institution head at least 24 hours before the date and time of their desired arrival, stating the purpose of the proposed visit. Upon their arrival, the official’s access shall be subject to the following requirements:

1. The official shall be required to produce their picture identification and consent to a search.
2. The official shall be escorted by staff at all times within the facility’s security area.

3. Any equipment required by the official shall be searched and under the control of staff while it is within the facility’s security area.

b. An elected state official’s access may be denied only during an emergency with the director’s approval. Access by the guests or staff of such officials may be denied when they have not been previously approved by the institution head.

Sec. 1270. Unauthorized Persons

Persons must not be permitted to be on institution grounds without a legitimate purpose for being there, nor shall persons be allowed to contact inmates without authorization to do so.

Sec. 1275. Association with Inmates

Persons who are not department employees, but who work with or near inmates is to be informed of the laws and regulations governing association with prison inmates. Such persons will be given, and be asked to read and acknowledge receipt of, Primary Laws, Rules, and Regulations Regarding Conduct and Association with State Prison Inmates, CDCR Form 181.

Sec. 1280. Notice to Public

a. Warning signs will be posted at the entrance to all public and business roadways onto the grounds of institutions, camps and other department facilities where inmates or parolees are housed, and at all sally ports and pedestrian entrances into such facilities. The signs will be in both English and Spanish and will, at a minimum, display the following information:

1. The name of the institution, camp or facility, and the fact that it is a facility of the California Department of Corrections.

2. The items that cannot be brought onto institution grounds. Model language: It is unlawful to bring alcohol, drugs, weapons, explosives, tear gas or tear gas weapons onto prison property.

3. A warning that entrance on the property constitutes consent to be searched. Model language: By entering these grounds you consent to the search of your person, property and vehicle.

b. Entrance roadway signs and the lettering will be of sufficient size to attract attention and be easily read by passing motorists. Smaller but conspicuous signs will be posted at sally ports and pedestrian entrances.
Sec. 1285. Trespass

a. All areas of institutions including buildings and grounds are closed to the general public, including employees of the department during their off-duty hours, at all times except for the purpose of conducting lawful business and engaging in activities authorized in advance by the warden, or official in charge. Entry on institution property for unauthorized purposes will be considered trespass as provided in section 602(j) of the Penal Code.

b. Without regard for the reasons an individual or group may have entered institution property, refusal or failure to leave the property when requested to do so by the warden, official in charge or by an official authorized to act for the warden, superintendent or official in charge, will be considered trespass as provided in section 602(p) of the Penal Code.

Sec. 1290. Acceptance and Surrender of Custody/Escapes

The Warden must not accept or surrender custody of any prisoner under any circumstances, except by valid court order or other due process of law.
Condemned Manual Distribution

The Warden’s Administrative Assistant will ensure copies (computerized or paper copies as noted) of the approved Condemned Manual are distributed to the following locations:

1-Director of Adult Institutions (computerized version)
1-Associate Director – Reception Centers (computerized version)
1-Warden (computerized version)
1-Health Care Manager (computerized version)
1-Chief Deputy Warden (computerized version)
1-Associate Warden, Specialized Housing Division (computerized version)
1-Captain, Specialized Housing Division (computerized version)
1-Correctional Captain, Central Services (computerized version)
1-Correctional Lieutenants, Specialized Housing Division, Adjustment Center (2nd Watch) paper version
1-Correctional Lieutenants, Specialized Housing Division, East Block (2nd & 3rd Watch) – paper version
1-Correctional Lieutenant, Watch Commander (1st Watch) – paper version
1-Correctional Lieutenant, Visiting Lieutenant (paper version)
1-Correctional Sergeant, Specialized Housing Division (retained in North Segregation for all watches)-paper version
1-Correctional Counselor II Supervisor, Specialized Housing Division (paper version)
1-Correctional Counselor II Specialist, Specialized Housing Division (paper version)
4-Correctional Counselor I, Specialized Housing Division (paper version)
1-Legal Affairs Coordinator (computerized version)
1-Public Information Officer (computerized version)
1-Warden’s Administrative Assistant (computerized and paper copy original for master file)
1-Law Library (Security) – paper version
1-Law Library (East Block) – paper version
1-Law Library (North Segregation) – paper version

INDEX OF ATTACHMENTS

A - ADJUSTMENT CENTER ORIENTATION PACKAGE

B - NON-EXPENDABLE PERSONAL PROPERTY

C - CDC 114-A / 114-A1

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E - LEGAL LAW LIBRARY ACCESS APPLICATION FORM

F - HOBBY & CRAFT MATERIALS
I. PURPOSE AND OBJECTIVE:
Establish a procedure for the appropriate use of the American Disability Act (ADA) shower for Disability Permanent Wheelchair (DPW), Disability Permanent Mobility (DPM) or Disability Permanent Other (DPO) inmates housed in East Block Condemned Housing Unit and the Administrative Segregation Unit (Ad-Seg). This policy will ensure inmates who have mobility impairments that affect a major life activity are being met while maintaining the safety and security of the institution.

II. APPROVAL AND REVIEW:
The procedure shall be reviewed annually, by the Associate Warden Specialized Housing Division, the Americans with Disabilities Act (ADA) Coordinator and is subject to approval by the Warden.

III. RESPONSIBILITY:
A. The Warden and the Associate Warden Specialized Housing Division shall have the ultimate responsibility for the operation and application of this procedure.
B. The Captain, in conjunction with the ADA Coordinator, is responsible for ensuring adherence to this policy and procedure.

IV. REFERENCES
A. California Code of Regulations (CCR), Chapter 1, Subchapter 4, Article 8, Section 3358 Disability Placement Program.
B. Armstrong Remedial Plan.
C. San Quentin Institutional Procedure #901, Disability Placement Program (DPP).

V. METHOD
A. Use of ADA Shower.
   1. All East Block and Ad-Seg inmates who have verified mobility impairment(s) shall have access to the East Block, ADA shower located at the north end of the first tier of the yard side.
   2. Reasonable accommodations will be afforded to an inmate who has a mobility impairment, if the inmate has an approved CDCR 1845, Disability Placement Program Verification (DPPV) on file for any mobility aid.
   3. Inmates will be afforded access to the ADA shower during the normal shower days based on their assigned housing. This shower will be either before or after the inmates scheduled yard time. Access to the East Block Exercise Yard shower on the yard will not be substituted for access to the ADA shower.
4. No inmate will be permitted to use the ADA shower who does not have a verified CDCR 1845 DPPV form on file.

B. Cleaning and Inspection of the ADA Shower.

1. East Block staff assigned to the first tier of yard side will be responsible to inspect the ADA shower before and after each use.

a. Staff will immediately contact the East Block Yard Side Sergeant and report any discrepancies or operational problems found during these inspections.

b. Staff will note all searches, discrepancies or operational problems found in the unit search logbook.

c. In the event staff identifies an operational problem, the East Block Yard Side Sergeant will call the work order desk at extension 4444 and East Block Work Order Coordinator (WOC) to report the problem. The Sergeant will also complete a San Quentin “Demand Maintenance Work Order” and forward the original to the WOC. The WOC will contact the ADA Coordinator and provide a copy of the work order to plant operations and the ADA Coordinator.

d. In the event that the East Block ADA shower becomes inoperable due to maintenance issues, the inmate(s) will be showered in the ADA shower located in the Central Health Services Building (CHSB). All shower schedules will be facilitated by the CHSB Captain.

2. The ADA shower will be inspected and cleaned (sanitized and disinfected) daily by the staff assigned to the first tier of yard side or by the condemned inmate workers assigned to East Block.

C. It is the policy of the California Department of Corrections and Rehabilitation and San Quentin State Prison to provide programs and services to every inmate with a mobility impairment affecting a “Major Life Activity”. Furthermore, for identified inmates to have access to these services for their own personal hygiene needs.

JOHN CURZON
Associate Warden, ADA Coordinator

TERRY MOORE
Associate Warden, Specialized Housing Division

W. A. RODRIGUEZ
Chief Deputy Warden

KEVIN R. CHAPPELL
Warden

Condemned / Ad-Seg Unit ADA Shower

January 9, 2013

OP-608 Addendum B-2
San Quentin State Prison

Adjustment Center

Condemned Inmate
Ad-Seg Inmate

Orientation Handbook

Revised Date:
March 2013
Contents

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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

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Haircuts
Legal Visits
Non-Contact Visits

ICC UCC IDTT

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
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

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

*All times listed above are approximate.

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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, shaved, 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 handcuffs. 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

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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).**
  - Main Visiting Room Thursday
    - Thursday 08:00-14:00
  - Main Visiting Room Saturday - Sunday
    - 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.

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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.

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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.
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

TERRY MOORE  
Associate Warden  
Specialized Housing Division

2/25/13  
Date

2/26/13  
Date
### Attachment B – OP 608 Condemned Inmate Allowable Property Grade A & Grade B

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Grade A</th>
<th>Grade B</th>
<th>N/E</th>
<th>Canteen, QP or SPO</th>
<th>Special Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Expendable Personal Property</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• A maximum of three electrical appliances of any type are allowed per inmate.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Any battery operated non-entertainment appliance shall not count towards the appliance limit.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Purchases of all entertainment, electrical, and battery operated appliances shall be limited to clear case based upon industry availability.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Appliances with internal mechanisms for recording or transmitting capability shall not be allowed. Vendor or manufacturer alterations that disable an appliance's capability to record or transmit shall not be allowed. Compact disc and cassette tape players are restricted to original manufacturer play capability only.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Appliances shall be transistorized portable models, and have a built-in antenna. No reel-to-reel or spool type players.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Entertainment appliances shall have earphones/earbuds, which shall be worn on head or in ear when appliance is in use. Earphones/earbuds may be purchased and possessed when inmate has an authorized TV or audio device as personal property.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Grade B inmates are no longer allowed to possess headphones. Grade B inmates are only authorized to possess clear case earbuds.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• All entertainment appliances with speakers must have speakers disconnected or removed at inmate's expense.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Television:</strong> Must be of clear (non-colored transparent) plastic construction. Outside cabinet clear case only and not to exceed 16&quot; x 16&quot; x 20&quot; deep. Screen not to exceed 13&quot; measured diagonally. Televisions must be equipped with a headphone jack and all external speaker functions are to be disconnected prior to shipment. No external antennas. Value not to exceed $300.00. TV's must be cable ready, no remote controls allowed.</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>A-SPO</td>
<td>Vendor direct or institutional transfers only. All handles are to be removed for all Condemned.</td>
</tr>
<tr>
<td><strong>Audio Entertainment Appliance:</strong> AM/FM radio/CD/cassette tape player or any combination allowed. AC power or battery operated. Must have earphone jack. No detachable speakers. Outside measurements not to exceed 3&quot; x 6&quot; x 6&quot;. (Purchase value not to exceed $150).</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>A-SPO</td>
<td>Vendor direct or institutional transfers only. No external antennas. <em>Not authorized if contains alarm clock or game functions.</em> Walkman style only.</td>
</tr>
<tr>
<td><strong>Typewriters:</strong> must be electronic (no manual). Typewriters are limited to 7K of RAM. No additional memory storage devices are permitted. i.e. floppy or compact disc drives. Text displays are limited to two lines. Value not to exceed $500.00.</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>A-SPO</td>
<td>Vendor direct or institutional transfers only. <em>Clear cases only.</em></td>
</tr>
<tr>
<td><strong>Fan:</strong> (AC power or battery operated, plastic blade and cage. Not to exceed 9&quot; not to exceed $25).</td>
<td>1</td>
<td>0</td>
<td>N</td>
<td>SPO</td>
<td></td>
</tr>
<tr>
<td>ITEM DESCRIPTION</td>
<td>GR A</td>
<td>GR B</td>
<td>N/E</td>
<td>CANTEEN, OP or SPO</td>
<td>SPECIAL COMMENTS</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------</td>
<td>------</td>
<td>-----</td>
<td>--------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>LAMP: (Not to exceed 30 watts. Not to exceed $25. AC power or battery operated. No clip on style lamps allowed.)</td>
<td>1</td>
<td>0</td>
<td>N</td>
<td>SPO</td>
<td>Max of 2 Incandescent Bulbs only - No compact fluorescent bulbs</td>
</tr>
<tr>
<td>CALCULATORS: - Hand held, battery or solar powered only. No games, clocks, alarms. No removable memory storage, disks, tapes, chips. No capability to transfer information. Maximum value not to exceed $25.00.</td>
<td>1</td>
<td>0</td>
<td>N</td>
<td>SPO</td>
<td>Clear case only.</td>
</tr>
<tr>
<td>HEADSETS/EARPHONES/EARBUDS - all clear, plastic construction. Value not to exceed $50.00. Choice of one or the other; not both.</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>A-SPO</td>
<td>Grade B inmates no longer allowed to possess headsets but can possess one pair of earbuds.</td>
</tr>
<tr>
<td>MUSICAL INSTRUMENT: No electric. Instrument and case dimensions shall not exceed 46 x 24 x 12. Instruments limited to harmonica, acoustic guitar, &amp; flute. No hard cases. Value not to exceed $300.00. Replacement parts: one for one exchange only. Guitar Picks: not to exceed two (2) Guitar Strings: not to exceed one (1) set; one for one exchange</td>
<td>1</td>
<td>0</td>
<td>N</td>
<td>SPO</td>
<td>Music books, sheet music and replacement parts for instruments may be ordered as Quarterly SPO only. Keyboards are no longer permitted in male facilities. Existing keyboards will be permitted. No new purchase of keyboards will be permitted.</td>
</tr>
<tr>
<td>ELECTRIC RAZOR: “Plastic Head Assembly” shall be battery operated or rechargeable. Clear construction. Maximum value not to exceed $80.00.</td>
<td>1</td>
<td>0</td>
<td>N</td>
<td>SPO</td>
<td>Spare blades may not be kept in possession of inmates. One for one exchange only. Only clear cases will be permitted. Non-clear case electric razors currently in inmate’s possession will be permitted as long as they are operational.</td>
</tr>
<tr>
<td>BEARD TRIMMER: Battery operated, rechargeable, includes attachments and combs. Value not to exceed $80.00.</td>
<td>1</td>
<td>0</td>
<td>N</td>
<td>SPO</td>
<td>Spare blades may not be kept in possession of inmates. One for one exchange only. Only clear cases will be permitted. Non-clear case hair trimmers currently in inmate’s possession will be permitted as long as they are operational.</td>
</tr>
<tr>
<td>RELIGIOUS MEDALLION AND CHAIN: Chain not to exceed 1/4 inch in width and 18 inches in length. Medallion is not to exceed 3/4 inch by 1 inch and may not have set stones. Must be obtained as a set, chains may not be purchased separately from medallion. Not to exceed $100.00.</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>SPO</td>
<td>Must be sent through approved vendor only</td>
</tr>
<tr>
<td>RING: Wedding Band, one only, white or yellow metal only. Value not to exceed $100.00. No set or stones.</td>
<td>1</td>
<td>1</td>
<td>N</td>
<td>-</td>
<td>Received at ceremony only.</td>
</tr>
</tbody>
</table>

**STATE ISSUED CLOTHING**

<table>
<thead>
<tr>
<th>Item</th>
<th>GR A</th>
<th>GR B</th>
<th>N/E</th>
<th>CANTEEN, OP or SPO</th>
<th>SPECIAL COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad/Seg. Jumpsuit</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Blue Denim Trousers</td>
<td>3</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Blue Chambray Shirt</td>
<td>3</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Boxer Shorts, Underwear</td>
<td>4</td>
<td>4</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Socks, pairs</td>
<td>6</td>
<td>6</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Belt</td>
<td>1</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>Web, black or blue.</td>
</tr>
</tbody>
</table>

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## ATTACHMENT B – OP 608 CONDEMNED INMATE ALLOWABLE PROPERTY GRADE A & GRADE B

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>GR A</th>
<th>GR B</th>
<th>N/E</th>
<th>CANTEEN,QP or SPO</th>
<th>SPECIAL COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thermal Underwear</td>
<td>1*</td>
<td>1*</td>
<td>-</td>
<td>-</td>
<td>*Permissible for Condemned only if issued by CMO per CDC 128, and only for Hospital use.</td>
</tr>
<tr>
<td>Pajamas or gowns.</td>
<td>1*</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>*Permissible for Condemned only if issued by CMO per CDC 128, and only for Hospital use.</td>
</tr>
<tr>
<td>T-Shirts</td>
<td>3</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Jumpsuits – Reception Center</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>Reception Center only.</td>
</tr>
<tr>
<td>Jacket(s)</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>A/S, A/B – blue denim jackets only. Melton jackets or blue denim to all inmates.</td>
</tr>
<tr>
<td>Watch Cap</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>No black permitted.</td>
</tr>
</tbody>
</table>

### PERSONAL CLOTHING

- **INMATES ARE ONLY PERMITTED ITEMS OF PERSONAL CLOTHING LISTED IN THIS SCHEDULE UNLESS AUTHORIZED FOR MEDICAL REASONS.**
- **INMATES ARE PERMITTED TO WEAR SOLID COLORS ONLY UNLESS OTHERWISE INDICATED.**
- **INMATES ARE PROHIBITED FROM POSSESSING, USING, OR WEARING PERSONAL CLOTHING ITEMS IN ANY SHADE OR TINT OF GREEN, BLACK, BROWN, TAN, RED, OR BLUE UNLESS OTHERWISE INDICATED.**
- **INMATES ARE PROHIBITED FROM POSSESSING, USING, OR WEARING PERSONAL CLOTHING WITH HOODS, PICTURES, DECORATIVE ZIPPERS, INSIDE POCKETS, OR ZIPPERED POCKETS.**
- **ALL INMATES ARE PROHIBITED FROM POSSESSING, USING, OR WEARING ITEMS WHICH ARE OBSCENE OR WHICH HAVE LOGOS, LETTERING, PICTURES WHICH ADVERTISE OR DEPICT ALCOHOL, GANGS, PROFANITY, SEX, WEAPONS, DRUGS, OR DRUG PARAPHERNALIA.**
- **MALE INMATES SHALL NOT RECEIVE OR POSSESS ITEMS OF CLOTHING DESIGNED AND MANUFACTURED SPECIFICALLY FOR WOMEN UNLESS AUTHORIZED FOR MEDICAL REASONS.**

### ATHLETIC SHORTS: elastic band only.
White or gray only no logos or printing. | 2 | 0 | E | SPO | Pockets not permitted.

### ATHLETIC SUPPORTERS:
Caps: Baseball type only, white or gray only.
Institutional sponsored logos only. No others. | 2 | 0 | E | SPO |

### PONCHO: Vinyl material. | 1 | 0 | E | SPO |

### SOCKS: White only. | 7 | 0 | E | SPO |

### SWEATSHIRTS: Pullover only. No logos or lettering. No zippers and no hoods. White or gray only. | 2 | 1 | E | SPO |

### SWEAT PANTS: No logos or zippers. White or gray only. | 2 | 1 | E | SPO |

### UNDER SHIRTS: no fishnet, white only. | 8 | 0 | E | SPO |

### UNDER SHORTS: no fishnet, white only. | 10 | 0 | E | SPO |

### UNDERWEAR, THERMAL OR LONG: Gray, White or off-white only. No pockets. One pair consists of top and bottom. | 2 | 1 | E | SPO |

### WAVE CAPS: (White or Grey only) | 2 | 0 | E | SPO |

### WATCH CAPS: (White or Grey only; no watch caps with brims) | 1 | 1 | E | SPO |

### HANDKERCHIEFS: (White or Grey only) | 5 | 0 | E | SPO |
<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>GR A</th>
<th>GR B</th>
<th>N/E</th>
<th>CANTEEN, QP or SPO</th>
<th>SPECIAL COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes, canvas, soft sole</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>If no personal shoes.</td>
</tr>
<tr>
<td>Shoes, leather, hard sole</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>Grade A only.</td>
</tr>
<tr>
<td>Shoes, work, high top boots</td>
<td>1</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**PERSONAL FOOTWEAR**

<table>
<thead>
<tr>
<th>SHOWER SHOES: Foam or soft rubber, single layer, thong type construction, not exceeding 1-inch in thickness.</th>
<th>1</th>
<th>1</th>
<th>E</th>
<th>SPO</th>
<th>Medical chrono tennis shoes must still meet the tennis shoe regulations and come from an approved vendor with receipt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUSESHOES: No leather or leather-like material</td>
<td>1</td>
<td>1</td>
<td>E</td>
<td>SPO</td>
<td></td>
</tr>
<tr>
<td>TENNIS SHOES: No shades of red or blue. Must be predominantly white. Small colored logo only. Low, mid or high tops are permitted. Laces must be white. No MJ 14's, K-Swiss, Bugle Boys, Joy Walkers, Pumps, Gels, British Knights or Airlifts. Not to exceed $75.00. No compression pads, view windows, pockets, hidden compartments, zippers, false insoles, or laces that are covered or concealed. No metal components including eyelets.</td>
<td>1</td>
<td>1</td>
<td>E</td>
<td>SPO</td>
<td></td>
</tr>
</tbody>
</table>

**HEALTH & HYGIENE - STATE ISSUE**

| TOOTHBRUSH: | 1 | 1 | - | - | Handle cut in half except Cond. Grade A. |
| COMB:       | 1 | 1 | - | - |                                      |
| MIRROR:     | 1 | 0 | - | - | Grade A only                          |
| WASHCLOTH:  | 2 | 2 | - | - |                                      |
| TOWELS:     | 2 | 2 | - | - |                                      |
| RAZOR:      | 0 | 0 | - | - |                                      |

Razors will be issued to inmates for use in the showers only and must be immediately returned to staff after use. Grade A inmates will be allowed to use the standard size 'blue' razors. Grade B inmates will continue to use the safety razors.

| TOOTH POWDER (ounces): | 2 | 2 | - | - | Issued twice per month on specific days by unit staff, or upon request. |
| TOILET PAPER, TISSUE:  | 1 | 1 | - | - | Issued twice per month on specific days by unit staff, or upon request. |
| EAR PLUGS:             | 1 | 1 | - | - | Issued twice per month on specific days by unit staff, or upon request. |
| SOAP, BAR:             | 1 | 1 | - | - | Issued twice per month on specific days by unit staff, or upon request. |

A/C half bar only issued on designated shower days.

| DETERGENT (ounces):   | 1 | 1 | - | - | Issued twice per month on specific days by unit staff, or upon request. |

| BLANKET(S)            | 2 | 2 | - | - | Cotton blankets may be substituted for other state issued blankets with current CDC128 signed by CMO. |
| SHEETS (2 PAIRS)      | 4 | 4 | - | - |                                      |
| PILLOW CASE           | 1 | 1 | - | - |                                      |
### HEALTH & HYGIENE - PERSONAL

- **ALL COSMETIC ITEMS, INCLUDING HAIR CARE PRODUCTS, DEODORANTS, SOAPS, AND TOOTHPASTE MUST BE TRANSPARENT (BOTH THE SUBSTANCE AND THE CONTAINER MUST BE SEE-THROUGH.)**
- **NO ALCOHOL-BASED PRODUCTS AND NO AEROSOL CONTAINERS ALLOWED.**
- **NO METAL CONTAINERS.**
- **PRODUCTS CONTAINING PHOSPHATES ARE NOT ALLOWED.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit</th>
<th>Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BABY POWDERS:</strong> Baby powder, foot powder, etc.</td>
<td>2</td>
<td>1</td>
<td>QP Canteen</td>
<td>A/C Only - All personal hygiene items in plastic containers will be held by unit staff and issued to the inmate during showers only.</td>
</tr>
<tr>
<td><strong>COMB:</strong> non-metal, maximum 6&quot;, no handle</td>
<td>1</td>
<td>1</td>
<td>QP Canteen</td>
<td>A/C 4&quot; soft, flexible, no handle. (palm comb)</td>
</tr>
<tr>
<td><strong>COSMETIC / SHOWER BAG:</strong> (Mesh Only, Not to exceed 6&quot;x6&quot;x8&quot;)</td>
<td>1</td>
<td>1</td>
<td>SPO</td>
<td>Approved mesh bags are permitted in the Adjustment Center.</td>
</tr>
<tr>
<td><strong>COTTON SWABS:</strong></td>
<td>100</td>
<td>100</td>
<td>QP Canteen</td>
<td></td>
</tr>
<tr>
<td><strong>DENTAL ADHESIVE:</strong></td>
<td>2</td>
<td>1</td>
<td>QP Canteen</td>
<td>Permitted only for inmates with dentures. Must provide copy of CDCR 128B from medical before ordering.</td>
</tr>
<tr>
<td><strong>DENTAL FLOSSERS / INTERDENTAL CLEANERS:</strong></td>
<td>30</td>
<td>30</td>
<td>QP Canteen</td>
<td>Approved “Floss Loops” only. No dental picks.</td>
</tr>
<tr>
<td><strong>DENTURE CLEANER:</strong></td>
<td>2</td>
<td>1</td>
<td>QP Canteen</td>
<td>Permitted only for inmates with dentures. Must provide copy of CDCR 128B from medical before ordering.</td>
</tr>
<tr>
<td><strong>DEPIILATORY:</strong> (Hair removers, Magic Shave, Etc.)</td>
<td>2</td>
<td>1</td>
<td>QP Canteen</td>
<td>A/C Only - Must have a Medical Chrono to purchase. Must provide CDCR 128B before ordering.</td>
</tr>
<tr>
<td><strong>DEODORANT:</strong> Stick or Roll on, deodorant must be clear and in a clear container only.</td>
<td>3</td>
<td>2</td>
<td>QP Canteen</td>
<td>A/C Only - All personal hygiene items in plastic containers will be held by unit staff and issued to the inmate during showers only.</td>
</tr>
<tr>
<td><strong>SHAMPOO:</strong></td>
<td>2</td>
<td>1</td>
<td>QP Canteen</td>
<td>A/C Only - All personal hygiene items in plastic containers will be held by unit staff and issued to the inmate during showers only.</td>
</tr>
<tr>
<td><strong>CONDITIONER:</strong></td>
<td>2</td>
<td>1</td>
<td>QP Canteen</td>
<td>A/C Only - All personal hygiene items in plastic containers will be held by unit staff and issued to the inmate during showers only.</td>
</tr>
<tr>
<td><strong>HAIR GROOMER:</strong></td>
<td>2</td>
<td>1</td>
<td>QP Canteen</td>
<td></td>
</tr>
<tr>
<td><strong>LAUNDRY SOAP:</strong> (Powder or Liquid)</td>
<td>1</td>
<td>0</td>
<td>QP Canteen</td>
<td>Grade A Only</td>
</tr>
<tr>
<td><strong>LIP BALM:</strong> (Chapstick ‘stick’ type only, no gels, no CarMex)</td>
<td>2</td>
<td>1</td>
<td>QP Canteen</td>
<td>A/C Only - Lip Balm will be removed from tube and issued to inmate in a clear plastic bag.</td>
</tr>
<tr>
<td><strong>LOTIONS:</strong> Cream lotions only. No baby oil or oil based products. <strong>Exceptions made for Grade A inmates to possess religious oils. See “Exceptions” comment area</strong></td>
<td>2</td>
<td>1</td>
<td>QP Canteen</td>
<td>A/C Only - All personal hygiene items in plastic containers will be held by unit staff and issued to the inmate during showers only.</td>
</tr>
</tbody>
</table>
### MEDICATIONS, OVER-THE-COUNTER:

(Only those medications permitted by the Division of Correctional Health Care Services as approved OTC medication.)

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
<th>E</th>
<th>Canteen</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIRROR: (Maximum 6&quot; Diameter)</td>
<td>1</td>
<td>0</td>
<td>E</td>
<td>QP/SPO Canteen</td>
</tr>
<tr>
<td>SOAP, BAR:</td>
<td>6</td>
<td>1</td>
<td>E</td>
<td>QP Canteen</td>
</tr>
<tr>
<td>SOAP DISH: (Non Metal)</td>
<td>1</td>
<td>0</td>
<td>E</td>
<td>QP/SPO Canteen</td>
</tr>
<tr>
<td>TOOTHPASTE: Toothpaste must be clear in and must come in a clear container</td>
<td>3</td>
<td>2</td>
<td>E</td>
<td>QP Canteen</td>
</tr>
<tr>
<td>PALM BRUSH: No handle, plastic only.</td>
<td>1</td>
<td>1</td>
<td>E</td>
<td>QP/SPO Canteen</td>
</tr>
</tbody>
</table>

### FOOD ITEMS

- NO GLASS CONTAINERS.
- NO CANNED ITEMS OR METAL CONTAINERS.
- NO PRODUCTS REQUIRING REFRIGERATION ARE PERMITTED.
- UPON AVAILABILITY, ALL CONSUMABLE ITEMS, INCLUDING MEATS, MUST BE PACKED IN CLEAR, SEE-THROUGH FACTORY SEALED NON-METAL CONTAINERS.
- NO FOIL PACKAGED ITEMS PERMITTED.
- FOODS MEETING SPECIFIC RECOGNIZED RELIGIOUS DIETARY REQUIREMENTS MAY BE ORDERED AS PROVIDED FOR UNDER DEPARTMENTAL POLICY. ALL RELIGIOUS SPECIALTY FOODS MUST MEET PACKAGING AND QUANTITY RESTRICTIONS OF THIS PROCEDURE.
- ADDITIONAL FOOD ITEMS APPROVED FOR CANTENE PURCHASE IS ALLOWED.

### ARTIFICIAL SWEETENER:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>QP Canteen</td>
<td>Quantity limited only by established quarterly/annual package procedures.</td>
</tr>
</tbody>
</table>

### BEVERAGES: (Soda, Water, Etc. No fruit juice containing sugar. No Glass Or Metal Containers)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>QP Canteen</td>
<td>Quantity limited only by established quarterly/annual package procedures.</td>
</tr>
</tbody>
</table>

### CANDY: (Shall Not Contain Alcohol Or Liqueurs, Hard Candy Shall Be Sugar Free Only)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>QP Canteen</td>
<td>Quantity limited only by established quarterly/annual package procedures.</td>
</tr>
</tbody>
</table>

### CEREALS: (Dry, bagged only).

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>QP Canteen</td>
<td>Quantity limited only by established quarterly/annual package procedures.</td>
</tr>
</tbody>
</table>

### CHEESE: (Non-Aerosol).

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>QP Canteen</td>
<td>Quantity limited only by established quarterly/annual package procedures.</td>
</tr>
</tbody>
</table>

### CHIPS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>QP Canteen</td>
<td>Quantity limited only by established quarterly/annual package procedures.</td>
</tr>
</tbody>
</table>

### COCOA: (Sugar Free)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>QP Canteen</td>
<td>Quantity limited only by established quarterly/annual package procedures.</td>
</tr>
</tbody>
</table>

### COOKIES:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>QP Canteen</td>
<td>Quantity limited only by established quarterly/annual package procedures.</td>
</tr>
</tbody>
</table>

### COFFEE: (Instant Only).

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>QP Canteen</td>
<td>Quantity limited only by established quarterly/annual package procedures.</td>
</tr>
</tbody>
</table>
### Coffee Creamer: (Powdered Only)
- **YES**
- Quantity: 0
- Grade: QP Canteen
- Notes: Grade A Only. Quantity limited only by established quarterly/annual package procedures.

### Condiments: (Mayonnaise, Mustard, Etc.)
- **YES**
- Quantity: 0
- Grade: QP Canteen
- Notes: Grade A Only. Quantity limited only by established quarterly/annual package procedures.

### Crackers:
- **YES**
- Grade: QP Canteen
- Notes: Quantity limited only by established quarterly/annual package procedures.

### Dry Mix Drinks: (Non-Flammable, Sugar-Free Only. Including fiber supplements)
- **YES**
- Grade: QP Canteen
- Notes: Quantity limited only by established quarterly/annual package procedures.

### Meats, Dry: (Salami, Jerky, Sausages, Etc.)
- **YES**
- Grade: QP Canteen
- Notes: Quantity limited only by established quarterly/annual package procedures.

### Foods, Vacuum Packed (Tuna, Sardines, Vegetables, Etc.)
- **YES**
- Grade: QP Canteen
- Notes: Quantity limited only by established quarterly/annual package procedures.

### Miscellaneous Snack Items: (Snack Cakes, bars, pies, etc., are permissible. Dried fruit is not permitted)
- **YES**
- Grade: QP Canteen
- Notes: Quantity limited only by established quarterly/annual package procedures.

### Nuts: (No shells)
- **YES**
- Grade: QP Canteen
- Notes: Quantity limited only by established quarterly/annual package procedures.

### Soups:
- **YES**
- Grade: QP Canteen
- Notes: Quantity limited only by established quarterly/annual package procedures.

### Tea: (Bags or Instant)
- **YES**
- Grade: QP Canteen
- Notes: Quantity limited only by established quarterly/annual package procedures.

### Vitamin / Mineral / Protein / Fiber Supplements: (Solid tablet or capsule form. No gel caps, No bulk powder)
- **Yes**
- Quantity: 4
- Grade: QP Canteen
- Notes: Max 250 tablets per bottle.

### Miscellaneous - Personal

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Book: (Paperback only, 3&quot;x5&quot; maximum)</td>
<td>1</td>
<td>1</td>
<td>SPO</td>
</tr>
<tr>
<td>Audio Cassettes: Factory pre-recorded only. Vendor only. Must have tape player to order tapes.</td>
<td>10</td>
<td>0</td>
<td>E SPO</td>
</tr>
<tr>
<td>Compact Disc: Factory pre-recorded only. CDCR approved vendor only. Must have CD player to order CDs. CD sets including DVDs are not permitted</td>
<td>10</td>
<td>0</td>
<td>E SPO</td>
</tr>
<tr>
<td>Ballpoint Pens: (Non-metal, clear plastic only; Blue or Black ink only)</td>
<td>4</td>
<td>2</td>
<td>SPO</td>
</tr>
<tr>
<td>Batteries: (No rechargeable batteries)</td>
<td>8</td>
<td>0</td>
<td>E SPO</td>
</tr>
<tr>
<td>Bowl: (Plastic, maximum 8&quot; in diameter)</td>
<td>2</td>
<td>1</td>
<td>E SPO</td>
</tr>
<tr>
<td>Calendar: (12&quot;x12&quot; maximum, no metal)</td>
<td>1</td>
<td>1</td>
<td>E SPO</td>
</tr>
<tr>
<td>Clock: (non-electric. May have an alarm. No clock radios.)</td>
<td>1</td>
<td>0</td>
<td>E SPO</td>
</tr>
<tr>
<td>Envelopes: Blank and or pre-stamped.</td>
<td>40</td>
<td>40</td>
<td>E SPO</td>
</tr>
<tr>
<td>Item Description</td>
<td>Allowed Quantity</td>
<td>Allowed Type</td>
<td>Property Location</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------</td>
<td>--------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>EXTENSION CORD:</strong> (3-wire conductor, #14 gauge, not to exceed 6', 600 volt rating, UL approved)</td>
<td>1</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td><strong>GREETING CARDS:</strong> Maximum size 8X10, no musical cards, no mirrors,</td>
<td>40</td>
<td>40</td>
<td>E</td>
</tr>
<tr>
<td><strong>HOT POTS:</strong> Grade A inmates only purchased through approved CDCR vendor and complies with DOM 54030.17.7 which states *Hot pot: UL Approved. Maximum 350 watts; 40 oz liquid capacity, clear, non-removable base from body: temperature sensitive fuse.</td>
<td>1</td>
<td>0</td>
<td>E</td>
</tr>
<tr>
<td><strong>READING EYEGLASSES:</strong> (All plastic material, No metal or designer frames)</td>
<td>2</td>
<td>2</td>
<td>E</td>
</tr>
<tr>
<td><strong>PENCILS:</strong> For writing only. Mechanical only.</td>
<td>20</td>
<td>0</td>
<td>E</td>
</tr>
<tr>
<td><strong>PHOTO ALBUMS:</strong> (Maximum 9&quot;x12&quot;, No metal bindings)</td>
<td>4</td>
<td>1</td>
<td>E</td>
</tr>
<tr>
<td><strong>PLASTIC TUMBLER:</strong> (16 Ounces or less)</td>
<td>2</td>
<td>1</td>
<td>E</td>
</tr>
<tr>
<td><strong>PLAYING CARDS:</strong> (Pinochle Only, No poker cards)</td>
<td>2</td>
<td>0</td>
<td>E</td>
</tr>
<tr>
<td><strong>STAMPS/STAMPED ENVELOPES:</strong> (total combined)</td>
<td>40</td>
<td>40</td>
<td>E</td>
</tr>
<tr>
<td><strong>STORAGE CONTAINER:</strong> As permitted by local institutional authority, may include clear storage containers, foot lockers, denture holders, etc. Maximum 6 quart.</td>
<td>1</td>
<td>0</td>
<td>E</td>
</tr>
<tr>
<td><strong>SUN GLASSES -PRESCRIPTION ONLY:</strong> (All plastic material, No steel frames. No mirror lenses, no red or blue lenses. Value not to exceed $50.00)</td>
<td>1</td>
<td>1</td>
<td>E</td>
</tr>
<tr>
<td><strong>TABLE GAMES:</strong> (Limited to checkers, chess, dominos, and scrabble. Open bottom pieces only)</td>
<td>1</td>
<td></td>
<td>Each</td>
</tr>
<tr>
<td><strong>TYPEWRITER RIBBONS:</strong> Total combination correction, typing ribbons.</td>
<td>12</td>
<td>0</td>
<td>E</td>
</tr>
<tr>
<td><strong>TYPEWRITER PRINT WHEELS:</strong></td>
<td>2</td>
<td>-</td>
<td>E</td>
</tr>
<tr>
<td><strong>WALLET:</strong> (Plain Brown or Black only)</td>
<td>1</td>
<td>0</td>
<td>E</td>
</tr>
<tr>
<td>WRITING PAPER / LEGAL PADS / TABLETS: (Factory sealed only, no spiral bound, no staple bound)</td>
<td>2 reams</td>
<td>50 sheets</td>
<td>E</td>
</tr>
<tr>
<td>WRIST WATCH: Value not to exceed $50.00.</td>
<td>1</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td>AWARDS, TROPHIES AND PRIZES:</td>
<td>0</td>
<td>0</td>
<td>E</td>
</tr>
<tr>
<td>ORGANIZATION MEMBERSHIP CARDS:</td>
<td>5</td>
<td>0</td>
<td>E</td>
</tr>
<tr>
<td>AC ADAPTOR</td>
<td>1</td>
<td>1</td>
<td>SPO</td>
</tr>
<tr>
<td>EXPANDABLE FOLDER</td>
<td>2</td>
<td>0</td>
<td>E</td>
</tr>
<tr>
<td>COAX T.V. CABLE 6'</td>
<td>1</td>
<td>1</td>
<td>SPO</td>
</tr>
</tbody>
</table>

**READING MATERIAL PERSONAL**

| BOOKS: Paperback or hardback with cover removed only. | 10 | 3 | E | A-SPO | Limited by fire & safety standards. Grade A limited to ten (Grade B limited to 3) in combination with books and newspapers. |
| MAGAZINES: | 10 | 2 | E | A-SPO | Limited by fire & safety standards. Current issue only. Grade A limited to ten (Grade B limited to 2) in combination with books and newspapers. Subscriptions only. No bulk shipments allowed. |
| NEWSPAPERS: | 10 | 1 | E | A-SPO | Limited to current week only. Limited by fire & safety standards. Grade A limited to ten (Grade B limited to 1) in combination with books and magazines. |
| PERSONAL LETTERS: | 50 | 25 | E | N/A | Limited by fire & safety standards. |
| PERSONAL PHOTOGRAPHS: | 200 | 25 | E | N/A | Size not to exceed 8" x 10". No matting or attached backs. No Polaroids unless taken within institution. |
| LEGAL MATERIAL: | | | | N/A | No Limit on the amount of legal material an inmate may possess, however an inmate may only maintain 1 cubic foot of legal material in his cell. Additional legal material (in excess of 1 cubic foot) will be held by the property officer and made available to the inmate upon request per departmental policy and institutional procedures. |

This matrix identifies ALL allowable property for condemned inmates. Any item not addressed by this procedure is not permitted and is considered contraband. Procedures for the purchase/acquisition of allowable property and the disposition of unallowable items will be consistent with current departmental policy and institutional procedures as outlined in the Department Operations Manual, Article 43, Section 54030 through 54030.19 and San Quentin Operational Procedure # I. P. 215. This procedure supersedes all previous property procedures as of March 2013.

The inmate package procedure shall meet the DOM requirements and shall proceed as follows:

a. Packages shall be picked up weekly (days may vary due to holiday schedule and/or inclement weather conditions).
b. Inmate packages shall be distributed by the property officers once a week on the tiers.
c. Unit tier officers shall see that the inmate packages shall be distributed the day it is placed on their tier.
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d. The tier officers shall verify the contents of the package in the presence of the inmate recipient. Anything other than food and/or cosmetic type items found in the package will be confiscated and placed on disposition to be mailed home at the inmate’s expense or donated per institutional procedures.

c. Inmate recipient will then sign the Tier Property Folder for the package.

f. Once the packages are passed out on the tier, the tier officer will return the Tier Property Folder to the property officers.

Grade A Condemned inmates are allowed one (1) food and cosmetic package per calendar quarter. Quarter will be determined by date of invoice.

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.

The inmate is responsible for ensuring he receives only one (1) package per quarter (Grade A) or one (1) package per 365 day period (Grade B).

Exceptions

Exceptions to this procedure are limited to specific electronic devices issued to an inmate as indicated on his form SQ-160, property card, prior to 12-01-00. Those exceptions are limited to televisions, radios, cassette and CD players of opaque plastic construction and "Boom Box" type radio/cassette combination unit prior to this revision.

Inmate transferring to San Quentin, who upon arrival possess televisions, radios, cassette, or CD players constructed of opaque plastic but otherwise meet requirements, will be allowed to retain these items. Inmates who possess televisions and or radios that require speaker disconnection will, at their own expense, send the item to an authorized repair facility, mail home, or donate.

Organization Membership: Inmates will be permitted to receive membership cards in civic, social, benevolent and professional association/organizations as long as they are in possession at time of reception and as subsequently received by mail. The policy to permit inmates to retain such cards does not apply to credit or payment cards, membership card organizations with history of activities, which threaten the security of the institution or seek to advance "hate" propaganda, nor does it indicate endorsement for official recognition or association policy represented by the cards of the activities of its membership.

Grade A inmates can order one food and cosmetics package and one SPO per quarter. The quarterly food and cosmetics package must only contain food and cosmetics. Anything else will be returned at the inmates’ expense. All SPO’s need to be pre-approved by East Block property officers before ordering. Grade B inmates are allowed one (1) annual SPO and one (1) annual package per a 365 day period, based on the last package or SPO received.

Legal Supplies

The following items will be allowed for Grade A inmates for legal supplies once per quarter. The listed legal supplies must come from an approved vendor. Two (2) reams of typing paper/writing tablets, not to exceed 1000 sheets. Forty envelopes, limited to permitted sizes only. Four (4) clear (non-metal) pens, blue or black ink ONLY. Two (2) regular expandable folders and twelve (12) regular folders. Six (6) typewriter/correction tapes, and one (1) correction ribbon/entrance.

The following items are permitted to be sent by the inmates’ attorney(s), once per quarter, marked as “Legal Supplies” without prior approval. The package should be marked, “Attention East Block (or North Seg) Property Officer” to avoid confusion. Note: ONLY the following items will be permitted.

- Forty stamps
- Four (4) clear (non-metal) pens, blue or black ink ONLY
- Four (4) clear, plastic mechanical pencils (Note: Pens and pencils are a combination of four (4), not four (4) each.)
- Four (4) pencil lead refills
- Forty envelopes
- Two (2) reams of typing paper and/or writing tablets not to exceed 1000 sheets
- Six (6) typewriter/corrections ribbons
- One (1) mono correction tape dispenser package-max. 4 dispensers
- Four (4) accordion folders
- Forty manila envelopes/monlaf folders each, no metal
- One hundred plastic paper clips, 1 in. maximum size

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- Four (4) sealed Post-It note pads, maximum 3 1/2 x 3 1/8

All "Legal Supplies" packages will be searched and issued by the unit property officers. Any items that are not listed above as permitted will be confiscated as contraband and will need to be mailed home at the inmate's expense or disposed of per institutional procedures.

Religious Oils/Artifacts

Grade A inmates identified by the Chaplains or identified with a genuine religious group requiring oils, shall be allowed to purchase and store religious oils in their cells. Individual inmates will be allowed to purchase up to 8 ounces of religious oil per quarter, and shall accumulate no more than eight (8) ounces of 100% alcohol free oil at any time in their cells in plastic containers only. The approved vendors are:

Exotic Fragrances; 1645 Lexington Ave., New York NY 10029; 1-877-787-3645; www.exoticfragrances.com

All orders for religious artifacts must be pre-approved by the Captain of Specialized Housing Division and the unit property officer. Orders must be submitted on an SPO (CDC-1060) and should be submitted with the catalog or photo copy of catalog page(s) showing the item being ordered. When the order arrives at San Quentin, it will be delivered by the unit property officer on the inmates' normal tier pass out day. At this time, the inmate MUST produce their copy of the SPO which has been approved by both the chaplain and the Facility Captain for the item(s) being issued.

ONLY pre-approved item(s) will be issued. Failure to produce an approved SPO will result in the item(s) being confiscated and returned to the vendor at the inmate's expense or donated and disposed of per institutional procedures.

NOTE: At the time of delivery, item(s) will be inspected for safety and security concerns and can be disallowed based on these findings at this time.

Package Authorization

Only the following items may be purchased through the Special Purchase Order (SPO) procedure.

1. Health Care Appliances, subject to prescription by health care staff and approval by designated custody staff, shall be excluded from the six cubic foot limitation.
2. Legal Material, including legal reference material, books, and legal pads not available in the institution canteen. Grade A inmates are allowed to order legal materials at any time using our approved vendors and filling out an SPO for pre-approval.
3. Correspondence Courses, subject to approval by supervisor of correctional education programs and designated custody staff.
4. Religious Items, subject to approval by institutional chaplain and designated custody staff.
5. Handicraft Material, subject to approval by handicraft manager and designated custody staff.
6. Entertainment Appliances and Musical Instruments, subject to qualifying privilege group.
7. Books and subscriptions to periodicals. [Note: Per Deputy Director M. Montes March 17, 2008 memo directive: Books, magazines, periodicals and publications can be received from any bookstore, book distributor i.e., Amazon.com; Barnes and Noble.com; Booksamillion.com, etc., or publisher, so long as their contents do not violate CCR. Institutions shall not require them to be 'approved vendors' nor shall they be required to place labels on their packaging stating 'approved vendor' or any other type of wording when sending in merchandise.

All items marked “SPO” in the matrix will be allowed via “SPO”.

Any item received via the SPO’s or Quarterly/Annual package system not specifically authorized by this procedure and the package authorization for the individual inmate’s program group, (Grade A or B condemned) will be considered contraband. All property must be obtained through approved procedures and approved vendors only. Property received from a private party, attorney, or an unapproved vendor will be disallowed and will be considered contraband. As contraband the Inmate, at his own expense, will mail the item home using only San Quentin's common carrier or donate per the CCR. All vendors must be approved by the Department of Corrections and Rehabilitation and the Warden of San Quentin before shipping any item to a condemned inmate.

Third Party Vendor Purchase

Any item indicated as authorized to receive through institutional special purchase (with the exception of nutritional supplements) may be purchased by outside third parties. These items must be purchased through an authorized vendor and received at the institution via common carrier. All SPO orders including 3rd party orders must be pre-approved by the unit property officer.
However, all condemned inmates and outside third party purchasers are permitted to order two (2) new books from any legitimate book vendor without pre-approval. All books prior to being issued will be inspected for appropriate content based on OP 608, Section 802 (C) (16). Any books with hard covers will have the covers removed without prior approval from the inmate. Any order which contains more than two (2) books or anything other than books will not be allowed and the entire order will be shipped out at the inmate’s expense.

In addition to the personal books allowed in a cell under this supplement, an inmate may possess in his cell:

1. San Quentin library books as prescribed by the written library exchange policy located in D.O.M. Supplement 53060 and 53060.10.
2. Educational materials including but not limited to vocational study materials, authorized by San Quentin Education Department as part of the Educational Program. An itemized list of these materials allowed in the cell shall be signed by the Education Department instructor and shall have an expiration date not to exceed the course term. A copy of the list will be given to the inmate, the inmate’s housing unit administrator and placed in the inmate’s Education file.

The following are a list of departmentally approved inmate package and SPO vendors, listed in alphabetical order and including address, contact number and website if applicable. This list is subject to revisions and change by the office of Standardized Procedures Unit for the California Department of Corrections and Rehabilitation.

Access Securepak
P.O. Box 50028
Sparks, NV 89435-0028
(800) 546-6283
www.californiaacp.com

The Inmate Store
P.O. Box 798
?ine Grove, CA 95665
(209) 257-4824
www.imss@theinmatestore.com

Yellow Ribbon Online
580 N. Beach Street
Fort Worth, TX 76111
(866) 959-7426
www.yellowribbononline.com

Mikes Better Shoes
1252 Berlin-Haddonfield Rd.
Voorhees, NJ 08043
(800) 431-1911
www.mikesbettershoes.com

Music By Mail
129 31st Street
Brooklyn, NY 11232
(718) 369-6982

Union Supply Direct
P.O. Box 7006

Rancho Dominguez, CA 90220-7006
Ph: (866) 404-8989
www.californiainmatepackage.com

The Vitamin Outlet
Fitness Systems Mfg. Corp.
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P.O. Box 2073
Sinking Spring, PA 19608
(800)822-9995

Walkenhorst’s
1774 Industrial Way
Napa, CA 94558
(800) 660-9255
www.walkenhorsts.com

Packages R Us
2648 East Workman Ave. #424
West Covina, CA 91791
(866) 303-7787
www.packagesrus.com

Date

J. M. ROBERTSON
Captain
Specialized Housing Division

Date Signed

TERRY MOORE
Associate Warden
Specialized Housing Division

Date Signed

W. A. RODRIGUEZ
Chief Deputy Warden

Date Signed

KEVIN R. CHAPPELL
Warden

Date Signed

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March 2013
**INMATE SEGREGATION RECORD**

**INMATE NAME**

**DATE** 1 2 3 4 5 6 7 8 9

**STAFF COMMENTS**

**STAFF NAME**

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**RECORD OF DAILY ACTIVITY**

**INSTRUCTIONS:**

In order to document Segregated Housing Conditions, Unit Staff must record all services and activities offered to segregated inmates and all significant activity (e.g., classification reviews). Maintain a record of the following:

1. **CELL INSPECTION** - A weekly inspection must be completed and recorded to ensure the cells are being properly maintained by the inmates.
2. **EXERCISE** - A record must be maintained on exercise offered and received to ensure each inmate is given the opportunity to exercise a minimum of ten (10) hours per week. Exercise may be suspended for disciplinary offenses. Number of hours received or refused shall be entered.
3. **SHOWER** - Inmates must be allowed to shower three (3) times each week. Record all showers or refusals.
4. **SUPPLIES** - Cleaning and personal hygiene supplies shall be offered on a weekly basis to all inmates and provided on an as-needed basis. Record what was provided.
5. **CLOTHING, LINEN** - Clothing will be issued upon assignment and exchanged and laundered not less than every two (2) weeks. Towels, sheets, and pillow cases will be laundered not less than once every two (2) weeks. Blankets shall be cleaned at least once every six (6) months. Record all exchanges.
6. **MEAL** - Record all meals served. Record any refusal of a meal served.
7. **TRASH DISPOSAL** - Daily trash disposal shall be offered. Record all disposals.

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**SYMBOLS**

- X - ITEM COMPLETED
- Q - CONFINED TO QUARTEKRS / PENDING DISCIPLINARY
- N - NO YARD PERIODIC IPODE REVIEW
- L - LINEN EXCHANGED
- C - CLOTHING EXCHANGED
- B - BLANKET EXCHANGED
- R - REFUSED
- S - LOCKDOWN
STATE OF CALIFORNIA
MENTAL HEALTH REFERRAL CHRONO
CDCR 128-MH5 (Rev. 06/05)

<table>
<thead>
<tr>
<th>NAME</th>
<th>CDC #</th>
<th>INSTITUTION</th>
<th>HOUSING</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Last, First, MI)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Routine ☐ Urgent ☐ Emergency (Contact Mental Health Services Immediately)

☐ Non English Speaking Language: ____________________________

REASON FOR REFERRAL: (Please check the primary reason(s) and give an example or comment on the line below)

☐ History of Psychiatric care needs re-assessment
☐ Expresses suicidal ideation or recent attempts (Emergency)
☐ Incompetent for self / poor grooming
☐ Confused / disoriented / withdrawn
☐ Hostile / assaultive / poor self control
☐ Taken advantage of by other inmates
☐ Poor attention span / difficulty following directions
☐ Other (Describe): ____________________________

REFERRED BY (Print Name) ____________________________

TITLE ____________________________

PHONE / EXTENSION ____________________________

TIME ____________________________

DATE ____________________________

Received at Mental Health By: ____________________________

Time: ____________________________

Date: ____________________________

Assigned to: ____________________________

Distribution: White - Mental Health Program; Green - CDI; Canary - C-File; Pink - UHR; Goldenrod - Inmate
SEGREGATION LEGAL LIBRARY ACCESS APPLICATION FORM

NAME: ___________________  CDC #: __________  HOUSING: _________  DATE: __________

ACKNOWLEDGMENT AND UNDERSTANDING OF LEGAL LIBRARY POLICIES: Any misconduct in violation of Law Library Policies or Directors Rules (Title 15) will result in forfeiture of Law Library access for a minimum of ten (10) days to a maximum of ninety (90) days.

PLEASE SUBMIT ONLY ONE REQUEST PER-WEEK

INMATE SIGNATURE: ___________________  DATE: __________

[I] I request to visit the segregation Legal Law Library (Check one box only).

[I] Initial First Visit Request

[I] Subsequent Visit Request

[I] Emergency Deadline Request

I also request additional time on standby, [ ]

I am requesting to work with inmate, ___________________, CDC #: ___________________. BOTH INMATES MUST REQUEST TO BE ASSIGNED TOGETHER.

NOTE: Court Deadlines or Emergencies are defined by criteria as listed:

1. Court deadlines must be within thirty (30) days of your request for expedited access.

2. Inmates must submit evidence in the form of documentation provided by the court, or opposing counsel that the court deadline is binding. Failure to attach documentation may result in having your application being processed as a non-emergency request.

3. Your request for expedited access must be submitted with two (2) days of receipt of notice of the court deadline.

DO NOT WRITE BELOW THIS LINE

[ ] Approved

Law Librarian Signature

[ ] Denied

Date Approved: ___________________

Date Scheduled For Law Library Access

Reason Denied: ____________________

REQUEST DENIED BY ASSOCIATE WARDEN: ____________________

Date: __________  Reason: ____________________

OTE: You are allowed to get (15) legal copies free (a double sided counts for 2).
CONDEMNED GRADE A

HANDICRAFTS/ARTS & CRAFTS MATERIAL INSTRUCTION SHEET

Not all of the items on the inventory list are allowed at any one time to any one person. In order to hold the number of materials to an allowable amount, you will be required to select an area of specialization. You are allowed enrollment in only one (1) handcraft at a time. All containers must be exchanged upon receipt of full containers (replenished/replaced on a one-for-one exchange basis). All items are taken out of excessive packaging.

Property Guidelines:

1. Condemned Grade “A” inmates may possess within their living area allowable personal and state issued property items... not to exceed a combined volume of six cubic feet.

2. Inmates housed at San Quentin may be allowed to purchase, receive and possess items except for the items which cannot be accommodated due to the situation particular to the given prison unit.

3. Amount of property allowed will be restricted according to the inmate’s custody classification and housing unit assignment.

4. IF YOU EXCEED THE LIMITS, THE EXCESS WILL BE REMOVED AND PROCESSED ACCORDINGLY. ABUSE OR MISUSE OF HANDICRAFT MATERIAL MAY RESULT IN BEING DENIED PARTICIPATION IN THE PROGRAM(S).

5. All items must be exchanged upon receipt of new item(s) to meet the maximum limits set.

6. If an item is not listed, it is not allowed.

7. No type of self-adhesive protective film, no plastic lamination type materials (i.e. sheet protectors), no type of foil/metallic paper, no type of transfer paper (including carbon paper).

8. Any items designated “HL” (Health Label) are toxic and not allowed.

9. No sculpturing of any kind-no “sculpturing material” or foam board.

10. NO CORRUGATED CARDBOARD.

11. It is the responsibility of the Hobby Manager to contact the unit property officer to have ALL incoming hobby materials inspected prior to issuing to the inmate.

12. Inventory sheets and a copy of the approved Hobby Craft card shall be kept in the inmates’ cell.

13. Grade “A” condemned inmates that have a pending serious rules violation will be temporarily placed on Grade “B” status pending adjudication of the RVR 115 and committee review for Grade status. At this time, the East Block Property Officer will inventory the condemned property of the inmate awaiting adjudication of the RVR 115 and committee review. All Grade “B” approved property will be issued to the inmate. All other personal property will be placed into storage until the review for Grade status is completed. If the inmate is found not guilty and committee restores Grade “A” status, the property officer will reissue the Grade “A” status inmate his allowable property that was placed into storage. Items identified as contraband, or altered property will not be returned. In the event the inmate is found guilty and committee review elects to assign the inmate to Grade “B” status, the inmate will be given the opportunity to mail out any unauthorized property that remains in the custody of the East Block Property officer. Any unauthorized property not mailed out will be disposed of per institutional procedures. The Grade “B” status inmate will have fifteen (15) days to complete the form indicating his wishes to have them mailed or disposed of before the property is disposed of per institutional procedure. Hobby property, finished and unfinished, will not be sent back to the Hobby Manager pending reinstatement in the hobby program.

Revised: 03/2013
### Handicraft/Arts & Craft Materials

#### Calligraphy/Lettering (Cards & Posters)

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Calligraphy Pen/Holder</td>
<td>Disposable type only (6) (inc. Rotring art pens)</td>
</tr>
<tr>
<td>2. Ink (Non-Waterproof Only)</td>
<td>Drafting, drawing, fountain pen (black, blue &amp; red), plastic bottles – 1 each/max size 2 oz.</td>
</tr>
<tr>
<td>3. Paper (No Spiral Wire)</td>
<td>Maximum size 24&quot;x30&quot; – 50 sheets – 20 ply max&lt;br&gt;Bristol board – sheets 1 pad&lt;br&gt;Cards (blank greeting) – max 20/1 box&lt;br&gt;Calligraphic – sheets 1 pad&lt;br&gt;Drawing sheets – 1 pad&lt;br&gt;Envelopes – 20 maximum&lt;br&gt;folders – 20 maximum&lt;br&gt;Illustration board – sheets 1 pad&lt;br&gt;Tracing pad or roll – (1)&lt;br&gt;Water color – sheets/block (1)/pad (1)</td>
</tr>
<tr>
<td>4. Pen</td>
<td>Drawing/writing (6)</td>
</tr>
<tr>
<td>5. Pencil</td>
<td>Drawing/writing (6)&lt;br&gt;(No metal on eraser tip)</td>
</tr>
<tr>
<td>6. Pen Cleaner</td>
<td>Maximum size 6oz (1)&lt;br&gt;(only in plastic container/non-toxic)</td>
</tr>
</tbody>
</table>

*In order to possess any of the above mentioned materials, you must specialize in Calligraphy/lettering only.*

Metal boxes/containers are not allowed.
HANDICRAFT/ARTS & CRAFTS MATERIAL

CARDBOARD CONSTRUCTION

1. BRUSH: WOOD HANDLE 2", MAX WIDTH (6)
   HANDLE IS CUT 5" FROM THE METAL FERRULE

2. CARDBOARD: (NON CORRUGATED) MAX SIZE 24"X30" (25)

3. FABRIC: 9 SQ FT OR 1 SQ YD OR 12 SWATCHES 9X12,
   NO SHADES OF GREEN, BROWN (KHAKI, TAN) PER DOM SECTION 54030.4.3.1.

4. GESSO: (PRIMER FOR CARDBOARD) 1 PINT, 16oz (2)

5. GLITTER: MAX SIZE 1oz TUBE OR JAR (PLASTIC) (4)

6. PAINT: (MUST DESIGNATE CP OR AP NON-TOXIC LABEL) ACRYLIC, WATERBASED, OIL/TUBE
   AND PLASTIC CONTAINER (6)

7. PAPER (NO SPIRAL WIRE): MAXIMUM SIZE 24"X30" – 25 SHEETS OF
   PAPER OR CHIP BOARD (14 PLY MAX)
   BRISTOL BOARD – SHEETS 1 PAD
   DRAWING SHEETS – 1 PAD
   ILLUSTRATION BOARD – SHEETS 1 PAD
   CHIP BOARD – SHEETS/PAD (1)
   MAT BOARD – SHEETS/PAD (1)
   TRACING PAD OR ROLL – (1)
   POSTER BOARD – SHEETS/PAD (1)
   WATER COLOR – SHEETS/BLOCK/PAD (1)

8. PEN (DISPOSABLE ONLY
   & NO MECHANICAL PENS): COLORED (12) NO GREEN INK
   DRAWING/WRITING (6) MARKER (12) (MUST DESIGNATE CP OR AP
   NON-TOXIC LABEL)

9. PENCIL (NO METAL ON ERASER TIP): COLORED (12)
   DRAWING/WRITING (6)
   WATERCOLOR SET (1)

10. RIBBON: MAXIMUM 3 YDS

11. WATER COLOR SET (W/BRUSH): BLOCKS/CAKES/LIQUID/PAN/TUBE (12)
    (PLASTIC CONTAINER/NON-TOXIC)

*In order to possess any of the above mentioned materials, you must specialize in CARDBOARD
CONSTRUCTION only.

Metal boxes/containers are not allowed.
HANDICRAFT/ARTS & CRAFTS MATERIAL

DRAWING MATERIAL
(CHARCOAL/INK/PASTELS/PEN/PENCIL/WATERCOLOR/GOUACHE/TEMPERA)

1. CHARCOAL/CONTE CRAYON: ONE SET OF 24
2. CONTAINER/PLASTIC: (NO SPRAY OR SQUEEZE BOTTLES) (6) FILM
INK REFILL: 4-1oz OR 2-2oz SQUARE: 4-8oz OR 2-16oz WIDE MOUTH: 4-8oz OR 2-16oz
3. CRAYONS: GRAPHITE (1 EACH OF 4 DIFF SIZES)
   NO WAX CRAYONS
4. INK (NON-WATERPROOF ONLY): DRAFTING, DRAWING, FOUNTAIN PEN—
   BLACK, BLUE, RED (PLASTIC BOTTLES – 1 EACH/MAX SIZE 2oz)
5. PAPER (NO SPIRAL WIRE): MAXIMUM SIZE 24"X30" – 25 SHEETS OF
   PAPER OR CHIP BOARD (20 PLY MAX)
   BRISTOL BOARD – SHEETS 1 PAD
   DRAWING SHEETS – 1 PAD
   GRAPH – SHEETS/PAD (1)
   ILLUSTRATION BOARD – SHEETS 1 PAD
   CHIP BOARD – SHEETS/PAD (1)
   MAT BOARD – SHEETS/PAD (1)
   TRACING PAD OR ROLL – (1)
   POSTER BOARD – SHEETS/PAD (1)
   WATER COLOR – SHEETS/BLOCK/PAD (1)
   ENVELOPES (MANILLA) – MAX (20)
   BLANK GREETING CARDS MAX (20)
6. PAPER STUMP: MAX SIZE 5/8" (1 EACH SIZE/3 MAX)
7. PASTELS: CHALK/OIL (24)
8. PEN (DISPOSABLE ONLY & NO MECHANICAL PENS): COLORED (12) NO GREEN INK
   DRAWING/WRITING (6)
   MARKER (12) MUST DESIGNATE CP OR AP
   NON-TOXIC LABEL
9. PENCIL (NO METAL ON ERASER TIP): CHARCOAL 94
   COLORED (48)
   DRAWING/WRITING (6)
   GRAPHITE (1 EACH OF 4 DIFF SIZES) NO POWDER
   GRAPHITE ART STICKS (4)
   MECH. PENCIL (1) PENCIL LEAD REFILL (1)
   WOODLESS DRAWING LACQUERED –
   COATED SOLID STICK (1 EACH OF 4 DIFF SIZES)
   WATERCOLOR SET (12)
   COLORLESS BLENDER (1)
10. PEN CLEANER: MAX SIZE 6oz (1)

Revised: 03/2013  Page 4 of 12  OP 608 Hobby
11. TORTILLON: SMALL, MEDIUM, LARGE (2 EACH SIZE)
12. WATERCOLOR SET WITH 3 BRUSHES: BLOCKS/CAKES/LIQUID/PAN/TUBE (12)
                                SMALL, MEDIUM, LARGE
                                PLASTIC CONTAINER/NON-TOXIC

*INK REQUIRES SPECIAL APPROVAL FROM THE UNIT PROGRAM ADMINISTRATOR, THE
HANDICRAFT MANAGER AND/OR INSTRUCTOR.

METAL BOXES/CONTAINERS ARE NOT ALLOWED.

BOX SIZE LIMITED TO AMOUNT IN/PER SET ALLOWED.
MISCELLANEOUS MATERIAL

1. BOOKS: ORDER THROUGH NORMAL PROPERTY PROCEDURES
2. BULB (FOR LAMPS): ORDER THROUGH NORMAL PROPERTY PROCEDURES
3. CELLOPHANE: ROLL/MAX SIZE 20" WIDE X 25" LONG (3)
4. COLOR GUIDE: COLOR GUIDE (1)
5. COMPASS/SAFETY: NO POINTS/NEEDLES/FLEXIBLE SHATTER RESISTANT PLASTIC (1)
6. CRAFT BOX: 4 COMPARTMENTS/1 COMPARTMENT (1)
   PLASTIC MAX SIZE 12"X6"X2" NO METAL
7. ERASER (NO KNEADED): 1 EACH OF 4 DIFF TYPES
   INCLUDES: PENCIL, ART GUM, INK AND PENCIL, WHITE, PINK OR GREEN
8. EXTENDER: LENGTHENER FOR PENCIL (2)
9. INSTRUCTIONAL MATERIAL: MANILLA FOLDER/BOOK 1"THICK (1 EACH)
   INCLUDES: XEROXED INFORMATION, ARTICLES, OR MAGAZINE CLIPPINGS
10. LAMP: ORDER THROUGH NORMAL PROPERTY PROCEDURES
11. LETTERING GUIDE: FLEXIBLE SHATTER PROOF PLASTIC (4)
12. PENCIL SHARPENER: PLASTIC (1)
13. PICTURE HANGERS: GUMMED CLOTH/PASTE-ON/MAX (12)
14. PORTFOLIO STORAGE CASE: COATED, NO RING BINDERS CARDBOARD
   MAX SIZE 29"X38" (1)
15. PROTRACTOR: FLEXIBLE SHATTERPROOF PLASTIC (1)
16. RULER: FLEXIBLE SHATTERPROOF PLASTIC MAX. 24" (1)
17. SPONGE: (1)
18. STRING: BREAKABLE BALL/ROLL NO NYLON CORD
19. TEMPLATE: FLEXIBLE SHATTERPROOF PLASTIC (4)
20. TRIANGLE: FLEXIBLE SHATTERPROOF PLASTIC (2)
21. WRITING/DRAWING BOARD: ISSUED BY UNIT STAFF (1)
22. GLUE (NO GLUE STICK): ROSS WHITE GLUE OR ELMERS, GRAFT GLUE NON TOXIC

Revised: 03/2013
23. PENCIL SHARPENER: PLASTIC (1)
24. TAPE: SCOTCH OR MASKING 24” – ISSUED UPON REQUEST FROM STOCK

*Issued at the discretion of the handicraft manager and/or instructor (specialization to be considered).

Specialty tools: such as larger scissors and razor blades, are available for temporary use under direct supervision of the instructor.
### NEEDLECRAFT (CROCHETING/KNITTING/STITCHERY)

1. **Buttons:**
   - PLASTIC

2. **Chenille Stems:**

3. **Crochet Cotton:**
   - BREAKABLE/BALLS (12)

4. **Crochet Hooks:**
   - PLASTIC/ MAX LENGTH 6" MAX SIZE K (6)

5. **Knitting Needles:**
   - PLASTIC/ MAX LENGTH 10" MAX SIZE 10 (4-PAIRS)

6. **Latch Hook:**
   - PLASTIC (1)

7. **Loom:**
   - CARDBOARD/ MAX SIZE 13"X13" SET OF 12

8. **Needle:**
   - PLASTIC (BENDABLE/FLEXIBLE) MAX LENGTH 3" (1)

9. **Ribbon:**
   - MAXIMUM 3 YARDS

10. **Rings:**
    - PLASTIC

11. **Sticher Canvas:**
    - FABRIC/PLASTIC MASH/ MAX SIZE 36"X36" (1)
    - SET OF (1)
    - 9-10 ½"X 13 ½" = 36"X36"

12. **String:**
    - BREAKABLE/BALLS/ROLLS (12) NO NYLON CORD

13. **Thread Spool:**
    - (1)

14. **Yarn:**
    - BREAKABLE/BALLS/SKEENS (12) NO SHADES OF GREEN, BROWN (KHAKI, TAN) PER DOM SECTION 54030.4.3.1

*These materials can only be ordered in quantity needed for a particular project.

Special projects need prior approval from the unit facility captain and the handicraft manager.

Any of the materials involving needlecrafft must have special approval from the unit facility captain or the handicraft manager.

In order to possess any of the above mentioned materials you must specialize in needlecraft only.
HANDICRAFT/ARTS & CRAFTS MATERIAL

PAINTING MATERIAL
(ACRYLIC/PAINTSTICKS/WATERCOLOR/GOUACHE/TEMPERA)

1. ACRYLIC MEDIUM: MUST DESIGNATE CP OR AP NON-TOXIC LABEL PLASTIC CONTAINER
2. GEL MEDIUM: (TRANSPARENT) TUB, 16oz/PINT 32oz/QUART
3. GESSO: (PRIMER FOR CANVAS) 16oz/PINT 32oz/QUART
4. MATTE MEDIUM: (DULL FINISH) 8oz, 16oz/PINT, 32oz/QUART
5. MATTE VARNISH: (SATIN FINISH) 16oz/PINT 32oz/QUART
6. POLYMERGLOSS MEDIUM: (VARNISH) 8oz, 16oz/PINT, 32oz/QUART
7. ACRYLIC RETARDER: (SLOW DRYING) 8oz, 16oz/PINT, 32oz/QUART
8. BRUSH CLEANER: MAX SIZE 6oz (1) PLASTIC CONTAINER/NON-TOXIC
9. PAINT BRUSH: WOOD HANDLE 2" MAX WIDTH (12) HANDLE IS CUT 5" FROM THE METAL FERRULE
10. CANVAS: MAX SIZE 24"X30" ONLY ONE TYPE OF CANVAS WILL BE ALLOWED AT ANY ONE TIME
     CANVAS BOARDS (6)
     PADS (1) SHEETS (25)
     PRE-STRETCHED (1)
     ROLL/MAX SIZE 36"X60"
11. CONTAINERS/PLASTIC: NO SPRAY OR SQUEEZE BOTTLES (6)
     SQUARE 4-8oz OR 2 16oz
     WIDE MOUTH 4-8oz OR 2 16oz
12. PAINTS: MUST DESIGNATE AP OR CP NON TOXIC LABEL
     ACRYLIC, WATERBASED, OIL
     MAX SIZE 16oz (24)
13. PAINTSTICKS: PENCIL, MARKERS, OILS (NON-TOXIC) (24)
14. PALETTE KNIFE: PLASTIC/NYLON (1)
15. PALLETTE: PLASTIC/DISPOSABLE W/COVER MAX SIZE 12" x 16" x 3"
16. PAPER (NO SPIRAL WIRE): MAX SIZE 24"x30" (25 SHEETS)
     DRAWING – SHEETS/PAD (1)
     MAT BOARD
     TRACING PAD OR ROLL (1)
     WATERCOLOR – SHEETS/BLOCK/PAD (1)
17. PENS (NO TECHNICAL PEN): DRAWING/Writing (6)

Revised: 03/2013
18. PENCILS (NO METAL ON ERASER TIPS): DRAWING/WRITING/SKETCHING (6)

19. WATERCOLOR SET: PLASTIC CONTAINER NON TOXIC
BLOCKS, CAKES, LIQUID, PAN OR TUBES

IN ORDER TO POSSESS ANY OF THE ABOVE MENTIONED MATERIALS YOU MUST SPECIALIZE
IN PAINTING (ACRYLIC, PAINTSTICKS, WATERCOLOR, GOUACHE, TEMPERA)

METAL BOXES/CONTAINERS ARE DISALLOWED.
BOX SIZE LIMITED TO AMOUNT IN/PER SET ALLOWED.

LARGER ROLL REQUIRES SPECIAL APPROVAL FROM THE UNIT FACILITY CAPTAIN AND THE
HANDICRAFT MANAGER.
<table>
<thead>
<tr>
<th>Material</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paint Brush</td>
<td>Wood handle, max width 2&quot; (6)</td>
</tr>
<tr>
<td></td>
<td>Handle is cut 5&quot; from metal ferrule</td>
</tr>
<tr>
<td>Crochet Cotton</td>
<td>Breakable/ball (1)</td>
</tr>
<tr>
<td>Glitter</td>
<td>Max size 1 oz tube or jar (plastic) (4)</td>
</tr>
<tr>
<td>Needle</td>
<td>Plastic bendable flexible max. length 3&quot;</td>
</tr>
<tr>
<td>Paints</td>
<td>Must designate AP or CP non toxic label</td>
</tr>
<tr>
<td></td>
<td>Acrylic or waterbased or oil</td>
</tr>
<tr>
<td></td>
<td>Max size 16 oz (6)</td>
</tr>
<tr>
<td>Paper (no spiral wire)</td>
<td>Max size 24&quot; x 30&quot; (50 sheets)</td>
</tr>
<tr>
<td></td>
<td>Bristol board sheets pad (1)</td>
</tr>
<tr>
<td></td>
<td>Blank greeting cards max 20/1 box</td>
</tr>
<tr>
<td></td>
<td>Cellophane roll max size 20&quot;W x 25&quot;L (3)</td>
</tr>
<tr>
<td></td>
<td>Construction paper sheets or 1 pack</td>
</tr>
<tr>
<td></td>
<td>Envelopes max 20</td>
</tr>
<tr>
<td></td>
<td>Illustration board sheet pad (1)</td>
</tr>
<tr>
<td></td>
<td>Origami paper sheets package (1)</td>
</tr>
<tr>
<td></td>
<td>Chip board</td>
</tr>
<tr>
<td></td>
<td>Watercolor sheets pad (1)</td>
</tr>
<tr>
<td></td>
<td>Tracing pad or roll (1)</td>
</tr>
<tr>
<td>Pens (no technical pens)</td>
<td>Colored (12)</td>
</tr>
<tr>
<td></td>
<td>Markers (12)</td>
</tr>
<tr>
<td></td>
<td>Drawing/writing (6)</td>
</tr>
<tr>
<td>Pencils (no metal tip erasers)</td>
<td>Colored (12)</td>
</tr>
<tr>
<td></td>
<td>Watercolor (24)</td>
</tr>
<tr>
<td></td>
<td>Drawing/writing (6)</td>
</tr>
<tr>
<td>Ribbon</td>
<td>Max 3 yards</td>
</tr>
<tr>
<td>Watercolor</td>
<td>Plastic container, non-toxic blocks, cakes, liquid, pan, or tubes (12)</td>
</tr>
<tr>
<td>Brushes</td>
<td>Wood handle max width 2&quot; (3)</td>
</tr>
<tr>
<td></td>
<td>Handle is cut 3&quot; from metal ferrule</td>
</tr>
<tr>
<td>Thread</td>
<td>Spool cotton (no nylon cord) (1)</td>
</tr>
</tbody>
</table>

*In order to possess any of the above mentioned materials you must specialize in paper graft only.

Metal boxes/containers are disallowed.
HANDICRAFT/ARTS & CRAFTS MATERIAL

WATERCOLORS/GOUACHE/TEMPERA

1. PAINT BRUSH: WOOD HANDLE 2" MAX WIDTH (12)
HANDLE IS CUT 5" FROM THE METAL FERRULE

2. INK (NON WATER PROOF ONLY): DRAFTING, DRAWING & FOUNTAIN PEN
DISPOSABLE ONLY
PLASTIC CONTAINER 3 MAX.
1 BLUE 1 BLACK & 1 RED
MAX SIZE 2oz

3. MASKOID/MISKET: PLASTIC CONTAINER MUST DESIGNATE CP
OR AP NON TOXIC MAX SIZE 2oz

4. PAINT PALLETTE & COVER: PLASTIC MAX SIZE 12" x 16" x 3" (1)

5. PAPER (NO SPIRAL WIRE): MAX SIZE 24" x 30" (50 SHEETS)
BRISTOL BOARD SHEETS PAD (1)
DRAWING SHEETS PAD (1)
ENVELOPES MAX 20
ILLUSTRATION BOARD SHEET PAD (1)
GRAPH PAD (1)
MATTE BOARD
WATERCOLOR SHEETS PAD (1)
TRACING PAD OR ROLL (1)

6. PENS (NO TECHNICAL PENS): DRAWING/Writing (6)
MARKERS (24)
MUST DESIGNATE CP OR AP NON-TOXIC LABEL

7. PENCILS (NO METAL WITH ERASER TIPS): DRAWING/Writing (6)
WATERCOLOR (24)

8. WATERCOLORS: MUST DESIGNATE CP OR AP NON TOXIC
BLOCKS, CAKES, LIQUID, PAN OR TUBES (24)

METAL BOXES / CONTAINERS ARE DISALLOWED.

IN ORDER TO POSSESS ANY OF THE ABOVE MENTIONED MATERIALS YOU MUST SPECIALIZE IN WATERCOLOR/GOUACHE/TEMPERA.

Revised: 03/2013