

INMATE VISITING GUIDELINES

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**PUBLIC SAFETY
PUBLIC SERVICE**

**DEPARTMENT OF CORRECTIONS AND REHABILITATION
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**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
VISITING GUIDELINES**

**Welcome to the California Department of Corrections and Rehabilitation (CDCR)
Visiting Center**

The CDCR's Visiting Program is provided to assist the inmate and their family in developing and maintaining healthy family and community relationships. These visiting guidelines are provided for the visitor's information, and as a quick reference regarding visiting and processing information that will hopefully make the processing easier.

The CDCR California Code of Regulations (CCR), Title 15, Visiting Regulations, Section 3170 Through 3179 were established in recognition and consideration of the value of inmate visitation as a means of increasing safety in prisons, maintaining family and community connections, and preparing inmates for successful release and rehabilitation. All questions regarding visiting can be found in the CCR Sections 3170 through 3179.

Visiting in CDCR institutions/facility must be conducted in as accommodating a manner as possible in keeping with the need to maintain order, the safety of persons, the security of persons, the security of the institution/facility, and the requirements of prison activities and operations. Failure to comply with the established regulations and policies may result in warning, termination, suspension, or revocation of visiting privileges. These rules will help ensure the continued safety and security of the institution, staff, visitors, and inmates.

The CDCR CCR visiting regulations can be accessed on the internet at www.corr.ca.gov.

I hope you will assist us in making the visiting experience a pleasant one for you, your family, friends, and the person you are visiting.

The California Department of Corrections (CDC) Visiting Information Toll-Free Telephone Number is (800) 374-8474. This toll-free number will provide most visiting information for all CDC institutions in English and Spanish. Visiting hours and days could vary from one institution to another. This phone number will lead you to the information for each institution.

General Visiting Information

Visitors entering CDC institutions/facilities are subject to a search of their person, vehicle, and property the degree necessary to ensure institution/facility security and prevent the introduction of contraband. Visitors may leave the institution grounds rather than to submit to a search of their person, vehicle or property. However, refusal to submit to the search will result in the denial of visitation for that day. Visitors shall not be forcibly searched unless institution/facility officials possess a court-issued warrant to conduct the search, or the visitor is being detained for unlawful actions or activities in accordance with Title 15, Section 3292.

All visitors should also be aware that CDC is prohibited from recognizing hostages for bargaining to affect an escape by inmates or for any other reason(s). In addition, the prison may be surrounded by an electric fence. To protect visitors, especially children, from being injured, visitors are cautioned to stay away from the perimeter fence line.

It is a crime to

- Assist an inmate to escape.
- Bring onto the grounds any weapons, firearm, ammunition, explosive device, tear gas, pepper spray, alcohol or controlled substance, cameras and/or recording devices.
- Take letters and/or written documents to or from an inmate.
- Falsely identify yourself to gain admission to the institution.
- Enter without the permission of the Warden if you have previously been convicted of a felony.

TYPES OF VISITS

The following describes the different types of visits and their limitations. If the number of visitors on a particular day is especially high, visits may be terminated to allow all visitors the opportunity to use the visiting facilities.

Contact Visits

Visitors may visit with the inmate in the visiting room or in the visiting patio area where approved. The number of visitors is limited to no more than five visitors per inmate, including children at the same time. Groups of visitors in excess of five may be accommodated only once per visit by means of rotation through the visiting area. Such a rotation shall be considered a

single visit in the event it is necessary to terminate a visit in accordance with Title 15, Section 3176 (a) (9) and (10). No time limit is imposed on contact visits except when the visiting room reaches capacity. Visits may be terminated to make room for other visitors as they arrive. The “first in, first out” rule is applied in this case.

Non-contact Visits

Non-contact visits are conducted in non-contact booths. The number of visitors is limited to no more than three visitors, including children at the same time, for each inmate due to the limited space in the booths. Groups of visitors in excess of three may be accommodated only once per visit by means of rotation through the visiting area. Such a rotation shall be considered a single visit in the event it is necessary to terminate a visit in progress in accordance with Section 3167(a) (9) and (10). Non-contact visits shall be scheduled in one-hour increments and may be extended based on space availability. Visitors arriving without an appointment will be subject to space available and a visit is not guaranteed.

Family Visiting (Overnight)

Eligible inmates may apply for family visits. These visits are in an apartment-type setting and are for up to 43 hours in duration. Family visits involve only the inmate’s approved immediate family members. The inmate purchases food from the institution. The inmate and their family may review the different menus and make purchases prior to the visit. Minors may not normally participate in a family visit without the presence of another adult member of the inmate’s immediate family. Exceptions are made on a case-by-case basis.

Normal Visiting Schedules

Each institution/facility has established a visiting schedule, which provides a minimum of 12 visiting hours per week. Institution heads have developed a local operational supplement, which includes their respective visiting schedules as follows:

Visiting Days

- Two Days: Saturday and Sunday: 0900-1500 hours
- Reception/Ad-Seg/SHU Sunday Only: 1000-1200 hours (Non-Contact)

Any routine modification to visiting hours and/or days shall be posted in areas accessible to visiting participants at least two weeks prior to implementation. Inmates may visit only during non-working/training hours except as provided in Title 15 Section 3045.2.

Visiting Appointment Schedule

- a. Arrival onto Institutional grounds to draw a number for Walk-in visits is at 0600 hours on Saturday and Sunday.
- b. Walk-in Visitor processing begins at 0915 hours. Visitors without appointments can return to institutional grounds at 0900 hours.
- c. Visitor processing ends at 1400 hours.
- d. Visitors can sign up for an appointment in the Foyer located in the General Population Visiting. The visitors can schedule the appointment at this desk for up two (2) weeks in advance.
- e. There will be three (3), fifteen (15) minute time slots available each containing eighteen (18) inmate names for the following times: 0830, 0845 and 0900 hours.
- f. When there are no visitors with an appointment waiting to be processed; visitors without an appointment will be processed into visiting.
- g. Visitors who are more than fifteen (15) minutes late, without notifying Visiting, will be placed on Walk-in status for that day.

On Mondays, Wednesdays and Thursdays, from 1300 to 1500 hours, approved visitors may call in to schedule appointments for up to four (4) weeks in advance. The appointment telephone number is; 559-665-6100, extension #5710. The appointments are filled in as they are received. If all appointments are filled in for that date, Visitors will then be on a Walk-in basis. It is expected that Visitors utilizing the appointment system will be properly attired and have required documents with them.

Visiting on Five Major Holidays

Each institution shall have visiting scheduled on the following Holidays. The five major holidays may or may not be on a regularly scheduled visiting day.

- New Year's Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- July 4th (Independence Day)

Visitor Questionnaire Process

The inmate should sign a Visitor Questionnaire (CDC Form 106) and send it to family members and friends to visit. All adult visitors must complete the questionnaire and return it to the Visiting Sergeant by mail. The Visiting staff must approve the questionnaire before the person may visit. This should take approximately thirty working days. The CDC Form 106 must be filled out completely and accurately. Failure to provide all requested information might result in the request being either denied or delayed.

Adult Visitors

The inmate will let each visitor know that they are approved. Any visitor approved at one institution shall be approved to visit the same inmate upon transfer to another institution. A visitor shall be required to update the Visitor Questionnaire after 24 months.

Children

Minors are only allowed to visit when they are accompanied by an approved visitor such as a parent, court appointed legal guardian, or they have a written, notarized permission to visit from the child's parent or legal guardian and a certified birth certificate or embossed abstract of birth. The visiting staff will verify the original certificate and make a copy of the birth certificate and place the copy in the inmate's visiting file. For cases when the inmate gives birth while in custody and another adult has responsibility for the new born child, the Health Facility Minor Release Report would be accepted for the first sixty (60) days. After that date an original certified copy of the minor's birth certificate and a notarized permission letter to bring the minor into the prison by the inmate will be required. Visitor will have to bring the notarized letter and or the court appointed guardianship papers to each and every visit. Notarized letters must have the notary stamp on the original document; it must not be stapled or attached, unless that document is also stamped with the notary seal.

Visiting with minors shall be prohibited and or restricted to non-contact visits for any inmate convicted for violating Penal Code Section(s) 187 or 192 involving a minor, 243.4, 261, 261.5, 262, 264.1, 266c, 266j, 273a, 273d, 273.5, 285, 286, 288, 288a, 288.2, 288.5, 289, 289.5, 311.1, 311.2, 311.3, 311.4, 313.1, 314, and 647.6 unless specifically authorized by a juvenile court, pursuant to Welfare and Institution Code Section 362.6. Arrests without a conviction and substantial evidence shows the crime has taken place may be used to prohibit visits.

Attorneys/Legal Representatives

An attorney of record or legal representative must make an appointment with the institution designee usually the Litigation Coordinator or Visiting Room personnel to interview an inmate.

Persons on Active Parole/Probation

It is a felony for a former inmate or parolee/probationer to be on the grounds of any prison for any reason without prior written approval from the Warden of that institution. Persons discharged from parole must provide proof of discharge along with the Warden's written permission to visit.

Acceptable Identification

- A valid state driver's license with picture (not laminated).
- A valid state Department of Motor Vehicles Identification Card with picture (not laminated).
- A valid Armed Forces Identification Card with picture.
- Identification Card issued by the United States Department of Justice Immigration and Naturalization Services with picture.
- Picture Passport (If from out of country must have current VISA Card in addition to Passport).
- Picture Identification Matricula Consular De Alta Seguridad (MCAS) issued by the Mexican Consulate.

Visitor Attire

It is recommended that visitors dress conservatively and with the following guidelines in mind. Inappropriate attire will be reason to deny a visit. Any alteration to clothing once a visitor is inside the visiting area will be grounds for terminating the visit.

Prohibited Attire

Clothing which, in any combination of shades or types of material/fabric, resembles California State-issued inmate clothing, blue denim or chambray shirts and blue denim pants, lime green or orange shirt pants and or jump suit.

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

Hats, wigs, or hairpieces (except with prior written approval of the visiting sergeant).

Clothing that exposes the breast/chest area, midriff area, genital area, or buttocks.

Dresses, skirts, pants and shorts exposing more than two inches above the knee, including slits when standing.

Sheer or transparent garments.

Strapless or "spaghetti" strap tops.

Clothing or accessories displaying obscene or offensive language or drawings.

Brassiere with metal under wires or any other detectable metal are not permitted.

Shower shoes/flip-flops/thong type: (Shoes, Sandals, or Boots only).

No body piercing jewelry (tongue rings, nose, lip, eye brow, belly button etc) or excessive jewelry such as bracelets, toe rings, anklets etc...

Allowable items

Identification card.

One white handkerchiefs, no bandanas.

Tissue Pack, unopened.

Clear Change Purse.

\$50.00 dollars per adult and \$20.00 per minor visitor, in coin or one dollar bills only.

Comb or Brush.

Two keys on a ring with one keyless entry device.

Ten Photographs no Polaroid or false backing.

Indian Medicine Bag, upon inspection and approval.

- Two small (less than 12 inches in length) solid toys.
- One infant Carrier.
- Six disposables diapers.
- Factory-sealed baby wipes.
- Two transparent plastic baby bottles of pre-mixed formula/milk/juice per baby.
- One transparent pacifier.
- Three jars of factory sealed baby food and one plastic baby spoon.
- One single layer baby blanket.
- One transparent diaper bag.
- One change of baby clothing.
- One single-layer burp cloth.
- One pair of ear rings, one necklace with attachment, two rings and one watch.
- Medical Emergency bracelets and necklaces.

Visitors may retain only life-sustaining, condition-stabilizing medication with the prescribing physician's written statement of its immediate need, and only in the physicians prescribed amount immediately required to sustain or stabilize the condition during the visit. The physician's written statement shall include the physician's medical license number, address, and phone number.

All medication shall be in its original pharmacy container with the patient's name, pharmacy, name of medication, prescribed dosage, and the physicians name indicated on the container's label. Nonprescription medicine is not permitted.

Prohibited Items

- All tobacco and tobacco products.
- Food. All refreshments are to be purchased from the vending machines located in the visiting room, except Camps and Ranches.
- Chewing gum.
- Purses.
- Cameras.
- Pagers.
- Cell Phones.
- Writing materials or books, unless approved prior to entering the Visiting Room.

Search Requirements

All visitors must successfully pass through a metal detector to enter the visiting area. Any items that may set off the metal detector (e.g., hairclips, hairpins, jewelry, belts, belt buckles, suspenders, shoes, etc.), should be removed before attempting to pass through the metal detector. If the visitor cannot successfully pass through the metal detector, the visitor is subject to delay, additional searches, or denial of visit. Any person that cannot pass the metal detector or hand wand process while at the Visitor Processing Center due to metal contained within their clothing/undergarments will not be authorized entrance into the institution. The visitor shall be referred to the Friends Outside trailer for alternative clothing. At no time shall staff request any visitor remove their undergarment for the purpose of removing the metal nor cut or handle any visitor's undergarment.

- Visitors who have implants or prosthetic devices and cannot clear the contraband detection/metal detector devices shall present an original statement signed by their physician/specialist which includes their California Medical License number. The letter detailing the implant or device and its specific location in the body as well as if a metal detector cannot be used and a visual inspection and/or pat search may be required using a staff member of the same gender as the visitor. Visitors with implanted or prosthetic devices, wheelchairs, or other assistive devices may contact the Visiting Sergeant for information and/or special instructions. The medical verification shall be renewed every two years.

Visiting Room Procedures

Each visitor and inmate is responsible for his or her own conduct while visiting. Violation of the rules and regulations may result in termination, restriction, suspension, or denial of visits. Additionally, disciplinary action may be taken against the inmate. An inmate and his/her visitor(s) are allowed to briefly embrace and kiss at the beginning and end of their visit. An inmate may hold his or her minor children. Inmates may also hold minor children accompanied by an adult. Children are to remain under the direct supervision and control of the visiting parent or guardian at all times. Holding hands on top of the table in plain view is permitted, with no other physical contact. Excessive contact, (kissing, massaging, stroking, and sitting with legs intertwined or sitting on laps) could result in termination of the visit. Nursing mothers shall be discreet and covered when breastfeeding their baby in the visiting area. Failure to do so may result in termination of visiting for that day. Inmates cannot receive any items, gifts, money, jewelry, or documents during a visit. However, the adult visitor may ask for a pencil and notebook paper as needed. **Smoking is not allowed in the visiting rooms or outside patios in the institutions at any time.**

Period of Emergency

In the event of an emergency situation that affects a significant portion of the inmate population at an institution, the visiting program and other program activities may be suspended during the period of emergency (Section 2601(d), California Penal Code).

Citizen's Complaint Process

If you have a problem concerning visiting, you should try to resolve it immediately. You should ask to speak with the Visiting Sergeant and/or Visiting Lieutenant.

Visitors may appeal in writing departmental policies, staff decisions, and institution/facility procedures relating to visiting. All appeals by visitors related to visiting shall be submitted in writing 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 the appeal, with a copy of the institution/facility decision, to the Director or designee. A written response to appeals addressed to the Director shall be provided within 20 working days from the date of receipt.

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.