

*CALIFORNIA DEPARTMENT OF CORRECTIONS  
AND REHABILITATION*



*Visitor  
Information Pamphlet*

*December 2013*

**PELICAN BAY STATE PRISON  
VISITOR INFORMATION PAMPHLET  
Supplement**

Welcome to Pelican Bay State Prison (PBSP). The PBSP Visiting Information Telephone Number is (707) 465-1000, extension 5425. This phone number will allow you to reach Visiting staff for information or to schedule appointments. The information contained in this Visitor Information Pamphlet Supplement is to clarify issues and local procedures to ensure a pleasant visit.

If a visitor has obtained prior approval to visit an inmate when he was at another California Department of Corrections and Rehabilitation (CDCR) institution, visitation at PBSP is permissible. However, an updated Visiting Questionnaire Form (CDCR 106) will be requested at the time of the visitor's arrival at PBSP, if the last approved CDCR 106 is over two years old. An inmate will be allowed only one visit per day. A visitor is allowed only one visit per day, unless the visitor is the immediate family member (e.g., wife, children, siblings, parents, or grandparents, etc., as described in the California Code of Regulations, Title 15, Section 3000, Definitions) of multiple inmates, then they may be allowed up to three visits per day, per family member, as scheduling allows.

**Contact Visits**

Inmates housed in the General Population (GP) may receive contact visits.

**Noncontact Visits**

When GP inmates are on MODIFIED PROGRAM, and visits are behind glass, visits will be limited to one hour, and the three-person limit applies. Inmates housed in the Administrative Segregation Unit (ASU), ASU Stand Alone, Psychiatric Services Unit, or Security Housing Unit (SHU) may receive noncontact visits by appointment. Due to the limited number of noncontact visiting booths, a prescheduled appointment system is utilized.

Inmates housed in the Transitional Program Unit (TPU) are restricted to noncontact visiting, except for the third weekend of every month. During the third weekend of every month, Facility B will have contact visiting for TPU inmates only. No other inmates in Facility B will be allowed to visit during the TPU visiting weekend. Inmates housed on Facility A area are allowed contact visits every weekend of the month.

All inmates assigned to the Facility B are responsible for notifying their visitors of the TPU visiting program.

**Visiting Hours for the SHU:**

Visiting hours for the SHU are 8 a.m. – 3 p.m.

**To schedule an appointment, please telephone at least 24 hours in advance, at (707) 465-1000, extension 5425, between 8 a.m. - 2 p.m., Monday through Friday, of the weekend you wish to visit.**

**It is recommended if you are traveling a considerable distance that you contact Visiting staff on Friday, prior to traveling, to confirm your appointment and ensure the visiting program has not been impacted by an unforeseen emergency, such as power outages, lockdown, etc.**

**Visiting Days - GP**

Saturdays 9 a.m. to 3 p.m.  
Sundays 9 a.m. to 3 p.m.  
Holidays 9 a.m. to 3 p.m.

**Visiting Days - SHU**

Saturdays 8 a.m. to 3 p.m.  
Sundays 8 a.m. to 3 p.m.  
Holidays 8 a.m. to 3 p.m.

**Note: Visitors will not be processed after 2 p.m.**

**In case of an institution emergency, visiting may be terminated early, or cancelled with no prior notice.**

**Visitor Questionnaire Process**

To ensure the inmate desires to visit the individual who has submitted the Visiting Questionnaire, it is the inmate's responsibility to send family members and friends a signed Visiting Questionnaire. Once it is approved, the inmate will be notified. It is the inmate's responsibility to notify his prospective visitor.

Visitors that have not been pre-approved prior to arrival at PBSP will not be allowed to visit, as applications will not be processed while you wait. Visitors must update their CDCR 106 every two years, or **when change occurs in their name, address, telephone number, or arrest history.**

**Visitor Arrival**

Visitor(s) are not allowed on institutional grounds before 7:30 a.m. Visitors are required to park their vehicles in the PBSP Visitors' Parking Lot located north of the GP Entrance Building. Posted speed limits and traffic control devices are to be obeyed. At no time will visitors loiter or wander on institutional grounds. Failure to remain in approved designated areas, obey traffic, or processing procedures may result in visiting privileges being temporarily suspended, pending an administrative review. All visitors are to immediately exit the institution grounds upon completion of visit.

**Acceptable Identification**

- Valid driver license with picture (not laminated).
- Valid Department of Motor Vehicles Identification Card with picture (not laminated).
- Valid government-issued passport with picture (must include a current unexpired visa issued by the United States Department of State, if applicable).
- Valid Armed Forces Identification Card with picture.
- Identification Card issued by the United States Department of Justice Immigration and Naturalization Service with picture.
- Picture identification Matricula Consular De Alta Seguridad (MCAS) issued by the Mexican Consulate.

### **Visitor Processing**

A visitor's pass will be completed by all adult visitors upon arrival, and submitted with a qualifying and **valid form of picture identification (see above for acceptable identification)** before being permitted to visit. For each minor, a certified (no copies) record of birth (**official birth certificate, or county embossed abstract of birth**) shall be presented during each visit.

After the visitor's pass is recorded, the visitor will be called to the counter for processing. At that time, visitors will remove all items from their pockets and remove their jackets, belts, shoes, etc. These items will be placed onto the visiting trays and will then be inspected while the visitor passes through the metal detection device. Any visitor who fails to clear the metal detection device after three attempts will be required to change their clothing and may be requested to submit to a clothed and/or unclothed body search of their person prior to visiting.

Once a visitor has been processed through the metal detection device and into their respective visiting area, they will not be allowed to leave the visiting area to retrieve forgotten items and then return to resume their visit.

### **Prohibited Attire/Items for Visitors**

Visitors at PBSP are expected to dress appropriately and maintain a standard of conduct with the goal of making visiting a safe, positive, and constructive time for families and staff that is not offensive to others.

- **No metal buttons or attachments that cannot clear the metal detection device.**
- **Brassieres with metal underwires or any other detectable metal are not permitted.**
- **No solid metal jewelry or hoop earrings. Single studded earrings allowed.**
- **No shoes without straps around the heel (no flip flops or shower shoes).**
- **No Orange Jumpsuit; No Orange Top and Bottom (When worn in combination).**
- **No Blue Top and Pants (Resembling Prison Inmate's Clothing).**
- **No Blue Chambray; No Blue Denim.**
- **No Tan with Green (Resembling Peace Officer's Uniform).**
- **No Camouflage (Except for Active Duty Military Personnel and Military Reserve Personnel on Active Duty with a Valid Military ID).**

**Prohibited attire restrictions apply to all visitors regardless of gender. Refer to the CDCR Inmate Visiting Guidelines on the Internet at [www.cdcr.ca.gov](http://www.cdcr.ca.gov).**

**Allowable Visitor Items**

Visitors may be permitted to take the following items into the visiting area:

**Miscellaneous Items**

- One pair of eyeglasses.
- One handkerchief or a small package of tissues, no bandannas.
- One comb and/or hairbrush, non-metallic, no pointed ends or detachable parts.
- Two keys on a ring with no other attachments. One key may be an electronic car key.
- Visiting locker key.
- Identification.
- One transparent coin purse, maximum two compartments, maximum size of 6" x 8".
- Fifty dollars (\$50) per adult visitor and twenty dollars (\$20) per minor visitor, coin or one dollar (\$1) bills only.
- Indian Medicine Bag. (Upon inspection and approval.)
- Two small (less than 12 inches in length) solid toys.

**Baby Items**

The following baby care items are permitted for each baby:

- One transparent diaper bag.
- Six disposable diapers.
- Three factory-sealed jars of baby food.
- Any combination of the following: two factory-sealed single serving size, ready to feed bottles of baby formula or two transparent plastic baby bottles, either empty or containing pre-mixed formula/milk/juice/water.
- Two factory-sealed, single serving size packets of powdered baby formula.
- One change of clothes.
- Single-layer baby blanket.
- One transparent pacifier.
- Factory-sealed baby wipes.
- One baby feeding spoon (plastic).
- One single-layer burp cloth.
- One infant carrier.

**Photographs/Documents**

- Photographs, papers, or documents permitted into the visiting area for the inmate's examination shall be retained by the visitor and carried from the visiting room and the institution/facility at the conclusion of the visit.
- Photographs, papers, or documents require approval of the institution/facility designated staff.
- Ten approved photographs may be allowed; maximum size 8" x 10"; no false backs or instant photographs.

**Medical Items Allowed:**

If you have a need to bring in items relating to a medical condition, you must have documentation from your doctor. The documentation must include the doctor's name, address, telephone number, medical license number, and it must be updated every two years. With this verification, the following are allowed:

- Prescription medications that are life-sustaining or condition-stabilizing, such as inhalers or nitroglycerin; medications must be in the original pharmacy container with the patient's name, the pharmacy name, and the doctor's name, as well as the medication's name. Quantities of medication are limited to what may be needed during the visit.
- Mobility devices such as canes, crutches, and wheelchairs; some prisons do not allow personal canes, crutches, or wheelchairs to be taken into visiting, but require the visitor to exchange his/her personal device for a prison-issued device and then exchange back after the visit.
- Hats with documentation that they are medically necessary.
- Seat cushions or backs with documentation that they are medically necessary.

If you have an implant or prosthetic device that includes metal and will set off the metal detector, you must have documentation from a doctor specifying the nature and location of the implant or device. With such documentation, staff will use a wand to sweep your body instead of the metal detector to ensure security.

During processing, Visiting staff shall:

- Inspect and count the items.
- Record the number of items on the visitor's CDCR Form 1000, Visitor Pass.
- Upon conclusion of the visit, staff shall again count the items verifying the amount with the number recorded.
- Institutions/facilities may provide games, children's books, crayons, and coloring books upon receipt of donations from the community.

**Visiting Room Conduct**

Each inmate or 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.

To ensure the Visiting area maintains a standard of orderly conduct, the following procedures will be adhered to at all times:

**Seating:**

- The Visiting Room Officer will assign all visitors a table. Inmates will visit only with their assigned visitor(s). **Cross visiting will NOT be permitted.** When visiting in the patio area, visitors and inmates are not to sit on tabletops, or stand, sit, or stroll in the out-of-bounds areas. Inmates are not to sit on the same side of the concrete tables as their visitor(s).

- No straddling picnic table benches.
- No leaning or placement of feet on the walls will be permitted.
- Chairs and tables will not be moved without the approval of Visiting staff.

**Children:**

- Children must be under the direct supervision of the adult responsible for them at all times. **Failure to supervise children may result in the termination of your visit.** Children may not visit at other visitor's tables. Visitors may not allow their children to roughhouse, make excessive noise, or wander about the Visiting area.

**Food and Vending Machines:**

- Edible items may be purchased from the Visiting Room vending machines. The inmates and their visitors may consume these items during their visit. **Inmates may not take any purchased food items back to their housing units. Inmates will not be allowed to handle money.** The vending machines are owned and maintained by an independent contractor. Visiting staff will **not** be responsible for the operation of the machines.

**Photographs:**

- Either party may retain photographs taken in the Visiting Room. The Inmate Welfare Fund provides the photographs. Visiting Room staff will designate the area that pictures are taken. Photographs will be taken by a designated Search Room Officer.

**Inappropriate photographs will be confiscated. Photographs depicting gang symbols described in the CDCR Inmate Visiting Guidelines pamphlet, will be confiscated by Visiting staff, and the visit will be terminated.**

**Count Time:**

- Count time is at approximately 11 a.m. for Level I inmates and 12 p.m. for Close A Custody inmates. Outcounts are prepared as required. Visitors that arrive late for the inmate to be outcounted will not be processed into the institution until the respective count has cleared and the inmate can be escorted to the Visiting Room.

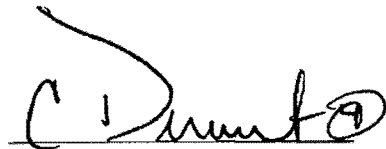
**Departure:**

- Upon completion of a visit, Minimum Security and SHU visitors will be transported to the parking area, via the Visiting shuttle. GP visitors may walk back to their vehicles.

Friends Outside Visiting Center

Friends Outside Visiting Center is located on institution grounds. Friends Outside provides childcare for children six years and older, depending on staff availability. Children must be potty trained. The Friends Outside Visiting Center is a comfortable place for approved and unapproved visitors to wait.

Friends Outside Visiting Center staff can be reached at (707) 465-6269, Thursday, 8 a.m. to 12 p.m.; Saturday and Sunday, 8 a.m. to 4 p.m.



R. E. BARNES  
Warden (A)

11/21/13  
Date