

*CALIFORNIA DEPARTMENT OF CORRECTIONS
AND REHABILITATION*



*Family Visiting
Information Pamphlet*

December 2013

PELICAN BAY STATE PRISON FAMILY VISITING INFORMATION PAMPHLET

FAMILY VISITING GUIDELINES

Welcome to Pelican Bay State Prison (PBSP). The Family Visiting Coordinator is available Monday through Friday, 8 a.m. to 2 p.m., at (707) 465-1000, extension 5420.

This pamphlet is designed to help inform inmates and visitor(s) of the rules and regulations for Family Visiting. Every effort will be made to provide a pleasant atmosphere for you and your family.

Visiting areas are limited to the apartment and its yard. Inmates and their visitor(s) are expected to stay in these areas. Violation of this policy will result in the cancellation of the family visit and may be deemed as a possible escape attempt.

In the event of an institutional emergency, the Family Visiting Program may be suspended. Misconduct or any institutional rules violation on the part of the inmate or his visitor(s) will be cause for termination of the family visit.

Visitors:

Visitors entering the California Department of Corrections and Rehabilitation (CDCR) institutions/facilities are subject to a search of their person, vehicle, and property to the degree necessary to ensure institution/facility security, and prevent the introduction of contraband. Visitors may elect to leave the institution grounds rather than submit to a search of their person, vehicle, or property. Refusal to submit to the search will result in the denial of visitation. Visitors may not elect to leave the institution grounds rather than submit to a search when institution officials possess a court-ordered search warrant or the cause for a search warrant arises while the visitor is on institution grounds.

The CDCR is prohibited from recognizing hostages for bargaining to affect an escape. The CDCR does not negotiate for release of hostages to affect an escape or for any other reason(s).

It is a crime to:

- Assist an inmate to escape.
- Bring onto grounds any weapon, firearm, knife, ammunition, explosive device, tear gas, pepper spray, alcohol or controlled substance, cameras, wireless communication device, 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 been convicted of a felony.

Visitor Approval:

All adult visitors must be on the inmate's approved visitors list prior to visiting. The inmate is responsible for sending family members a Visiting Questionnaire (CDCR 106). All adult visitors must complete a CDCR 106 and mail it directly to the Visitor Processing Office. The CDCR 106 must be filled out completely and accurately. Failure to provide all requested information may result in the request being denied or delayed.

Acceptable Identification:

All visitors must provide, at the time of each and every visit, a valid form of identification. Acceptable forms of identification are as follows:

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

Proof of Relationship to Inmate:

All visitors must provide, at the time of each and every family visit, proof of relationship to the inmate.

- Marriage License
- Birth Certificate
- Adoption Decrees

If children under the age of 18 are to attend a family visit, a certified copy of their certificate of live birth (Vital Record), showing their relationship to the inmate, must be provided.

Inmates:

Family visiting is a privilege for those inmates who are willing to abide by the rules and regulations set forth by the State of California.

Your visitors must be one of the following:

- Legal Spouse
- Natural parents
- Adoptive parents (If the adoption occurred and a family relationship existed prior to the inmate's incarceration.)
- Step or foster parents (Must provide documentation verifying their legal relationship.)
- Grandparents (natural, step, or foster)
- Brothers and sisters (natural, step, or foster)
- Children (natural, adoptive, grandchildren, and legal stepchildren must be accompanied by an adult if under 18 years of age.)

California Code of Regulations, Title 15, Section 3177, Family Visiting (Overnight):

- Persons with only a common-law relationship to the inmate will not be recognized as immediate family members for the purpose of family visiting.
- When a bona fide and verified foster relationship exists between an inmate and another person, by virtue of being raised in the same foster family, the person may be approved for family visiting with prior approval of the Warden.
- Persons under 18 years of age will not normally be permitted overnight family visits without the presence of another adult member of the inmate's immediate family. Exceptions include an inmate's legal spouse, the inmate's children or legal stepchildren, and the inmate's own underage brothers or sisters when such unchaperoned visits are approved by the Warden.

Level I and Level IV (General Population):

All Family Visiting Requests must be completed on the following forms:

- Family Visiting application, obtained from the Family Visiting Coordinator
- Menu Order form (NO MENU ALTERATIONS)
- Trust Account Withdrawal Order form (CDCR 193)

The Captain and Correctional Counselor must approve, date, and sign the Family Visiting application. **Your approved Family Visiting application, Menu Order form, and signed Trust Account Withdrawal Order form must be forwarded to the Family Visiting Coordinator before the family visit is scheduled.**

Enough food for you and your visitor(s) for the three-day visiting period must be ordered. Adequate funds must be in your Inmate Trust Account, 30 days prior to the family visit. If you lack sufficient funds at that time, the family visit will be cancelled.

Privilege Group A:

You may submit another Family Visiting application at the completion of your family visit. Any family visiting request received prior to the completion of a currently scheduled family visit could be interpreted as a cancellation of the scheduled family visit.

Privilege Group B:

You are allowed one family visit every six months per the California Code of Regulations, Title 15, Section 3044, Inmate Work and Training Incentive Groups.

Family Visit Schedule:

If your scheduled visiting date falls on Tuesday, you will be processed for your family visit at 9 a.m. You will be processed out of the Family Visiting Unit on the following Friday at 8 a.m.

If your scheduled visiting date falls on Friday, you will be processed for your visit at 9 a.m. You will be processed out of the Family Visiting Unit on the following Monday at 8 a.m.

Family visits will not be processed later than 11 a.m., the day of the visit, unless prior arrangements have been made with the Family Visiting Coordinator. **Visitor Processing closes at 2 p.m.; therefore, visitors will not be processed after 2 p.m.**

The institution is not responsible for transportation; please plan accordingly.

No early departures from the Family Visiting Units will be permitted except for a verified medical emergency. All visitors will be expected to comply with the processing time schedule.

Family Visit Cancellation:

If you or your visitor(s) wish to cancel a family visit, it is the responsibility of you and your visitor(s) to notify the Family Visiting Coordinator no less than 72-hours prior to the scheduled visit. Failure to provide notification of the cancellation may result in the loss of Family Visiting privileges for six months.

If you or your visitor(s) fail to cancel the family visit, and food for the visit has been purchased, the food will be donated to the Hospitality House. You will not be reimbursed or afforded the opportunity to send the food home due to health and safety

reasons. However, if your family resides locally, they may contact the Family Visiting Coordinator to arrange a time to pick up the food for the cancelled visit.

Counts:

All inmates in the Family Visiting Units will be picture identified/counted at 0100, 0230, 0430, 1100 (Level I), 1630, 2100, and 2300 hours. To ensure the well-being of all participants, the inmate and visitors will present themselves to the Family Visiting Unit Gate once each day (during the 1630 hour count). The inmate will present himself in State-issued or State-authorized clothing at count times.

Approved Family Visiting Items for Inmates:

- 2 – State-issued undergarments
- 1 – State-issued shirt
- 1 – State-issued pair of pants
- 1 – Pair of shoes, State-issued or personal
- 1 – Pair of shower shoes
- 1 – Toothbrush
- 1 – Religious medal
- 1 – Wedding band

Visitors will not be allowed to bring into this institution any clothing or articles for the inmate to wear while on a family visit. If the inmate wears unauthorized clothing during his family visit, the visit will be terminated. The inmate will be charged with possession of escape paraphernalia and be placed on noncontact visiting status until the disposition of the charges.

NOTE: No food products, toiletries, or hygiene products will be allowed to return with the inmate to his assigned facility. All such products will be taken home by the visitor(s).

Approved Family Visiting Items for Visitors:

- One bag of clothing per visitor.
- Basic personal hygiene and cosmetic items in the amount necessary for the length of the family visit.
- Clothing (No blue, green, gray colored clothing. No camouflage-patterned clothing).
- A spouse shall be permitted to bring a maximum of ten commercially sealed condoms per visit.
- All personal hygiene items and cosmetics shall be in clear plastic containers (No glass).
- Each visitor is allowed one bag for his/her personal belongings.
- Those items that cannot be visually or manually inspected shall be x-rayed or disallowed.

Allowable items for a baby:

- 1 – Infant carrier
- 1 – Unopened bag of disposable diapers
- 1 – Container of unopened baby wipes
- 2 – Plastic baby bottles with enough formula to last during the visit
- 1 – Transparent pacifier
- 9 – Jars of factory-sealed baby food
- 1 – Baby blanket (single layer)
- Clothing (No blue denim)

Prohibited Items:

- Narcotics
- Tobacco products
- Alcoholic beverages and/or items with alcohol in them
- Spices (nutmeg, yeast, etc.)
- Electric or battery-operated appliances (hair dryers, curling irons, razors, cell phones, toys, iPods, video games, etc.)
- Money (checkbooks, credit cards, cash, etc.)
- Hair dyes, tints, wigs, permanent weaves, cologne, etc.
- Aerosol sprays or glass containers
- Musical instruments
- Charcoal briquettes and lighter fluid
- Blue or green denim, swim suits, gray sweat suits, no gray, or clothing which may resemble State-issued inmate clothing.
- Suitcases of any size or material, all items must be in a clear plastic bag.
- Ice chests
- Weapons (knives, guns, darts, mace, explosives, ammunition, etc.)
- Cameras, video recorders, etc.
- Cans
- Any item that could be deemed as escape paraphernalia or jeopardizes the safety and security of the institution.

Visitor Medication:

Any prescribed medication must be in the original container and will be kept locked in a medication box with the number of the Family Visiting Unit. Visitors will be required to have a padlock or combination lock to secure their medication in the box and will retain the key in their possession. A padlock provided by PBSP, will also secure the medication box.

Heart patients may retain nitroglycerin in their possession while visiting. Inhalers will also be maintained in the visitor's possession. Visitors will be responsible for notifying staff of the time medication is required to be taken. This will be accomplished by using the telephone in the Family Visiting Unit and informing the Tower Officer.

All minors participating in the family visit will accompany the parent or guardian to the location of the medication box, and will not remain alone with the inmate in the Family Visiting Unit. In the case where another adult is present, the minor may remain in the unit.

The Level IV medication boxes are located on the wall adjacent to the Facility A Visiting Room and restroom. The Level I medication box is located on the wall between the restroom adjacent to the Level I Visiting Room. All visitors must provide a current physician statement to verify the necessity of the medication.

Inmate Medication:

All inmate medication will be issued by on-duty Medical staff as prescribed.

Questions:

If you have any questions or concerns regarding family visiting, please contact the Family Visiting Coordinator at (707) 456-1000, extension 5420, Monday through Friday, 8 a.m. to 2 p.m.



R. E. BARNES
Warden (A)

Date

12/5/13