



**California
Department of
Corrections and
Rehabilitation**

**OPERATIONS
MANUAL**

**Chapter: 5000
Custody & Security Operations**

**Subchapter: 54000
SERVICES**

**Section: 54020
VISITING**

**CALIFORNIA STATE PRISON-SOLANO
SUPPLEMENT**

**54020.6
OFFICIAL VISITS**

Foreign Consular Officers (Foreign Dignitaries) are authorized access to incarcerated nationals and permitted to visit, communicate, and correspond with them to arrange for legal representation during visiting hours. Consulate visits are not considered legal visits.

Consular Officers are subject to the California Department of Corrections and Rehabilitation (CDCR) regulations. The Consular's Office is required to notify the Warden's Office at least 24 hours in advance of the anticipated date of arrival and delineate the time and purpose. The Administrative Assistant or designee shall ensure a gate clearance is forwarded to Complex "A" and "B" Entrance Buildings. The Consular will sign the visitor logbook and will be required to produce a Consular Identification Card, issued by the United States Department of State. Consulars are required to successfully pass through a metal detector and a visual search of briefcase and all paper work will be conducted.

The Warden or designee must evaluate any Consular requests for an institutional tour.

**54020.7
INMATE VISITING
DAYS, OPERATING
HOURS &
APPOINTMENTS**

All inmate visitors must park in the designated visitor's parking lot for inmate visitors. Visitors will not be processed prior to their scheduled appointments and are not permitted to arrive on grounds more than 30 minutes prior to their scheduled appointment time. Visitors who do not have an appointment will not be permitted on grounds earlier than 1130 hours. On Saturday, Sunday, and designated holidays, the Friendship House will be open from 0700 to 1630 hours in order to accommodate visitors with early appointments. Visiting passes will be issued according to each scheduled appointment until 1130 hours on designated visiting days. Walk-in visitors may arrive on grounds no earlier than 1130 hours, and will not be processed in until 1200 hours. Numbered passes for walk-ins will be distributed in numerical order from 1145 to 1415 hours on all visiting days. Visitors arriving after the issuance of numbered passes shall be processed according to the order of arrival.



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**CONTACT
VISITING
TELEPHONIC
APPOINTMENTS**

Appointments for contact visiting are telephonically scheduled on Thursdays from 1100 to 1300 hours by calling 707-453-4750. If there is a State holiday on a Thursday, appointments will be made the following business day.

**CONTACT
VISITING
ELECTRONIC MAIL
APPOINTMENTS**

Appointments may be made using electronic mail at solanovisiting@cdcr.ca.gov on Mondays at 0400 hours through Tuesdays at 1200 hours. Approved visitors may schedule one appointment per day, two weeks in advance. Visitors may schedule appointments for another person; however this must be done in a separate e-mail. Only one call or e-mail is needed to schedule multiple visitors for the same inmate if visiting at the same time.

Each Saturday and Sunday, from 0800 to 1130 hours, 400 slots are available for contact visiting processing appointments, 50 slots per 30 minutes.

**GENERAL
POPULATION
CONTACT
VISITING HOURS
AND CAPACITY**

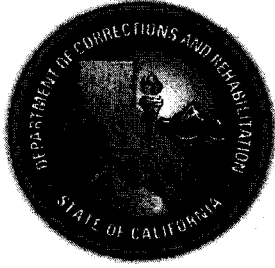
Saturday & Sunday and Holidays - 0800 hours to 1500 hours
Visitor processing on Saturdays, Sundays and approved holiday visiting days begins at 0800 hours and concludes at 1415 hours.

VISITING AREAS:

- CSP-Solano Complex "A" Visiting Room (and patio)
- CSP-Solano Complex "B" Visiting Room
- CSP-Solano Complex "A" and "B" Attorney Rooms
- CSP-Solano Complex "B" Non-Contact Booth Telephones
- CSP-Solano Correctional Treatment Center

Emergency modifications of the visiting schedule shall be posted as soon as is practical to include the Automated Telephonic Visiting Information System. The visiting lieutenant, sergeant, or watch commander (during absence of the assigned visiting lieutenant) is responsible for ensuring the Automated Telephonic Visiting Information System is updated.

Complex "A" and "B" seating capacities are established by the CSP-Solano Fire Chief: On "A" side visiting room the capacity is



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350 persons (including 100 when patio is open) and 250 for "B" visiting room.

As a safety precaution, chairs, tables, and cribs located in the visiting rooms or foyer area will be inspected and inventoried on a daily basis by the visiting cleaning crew supervisor and/or visiting supervisors. Any item deemed to be damaged or in need of repair will be removed and replaced at the earliest possible time.

54020.22

**NON-CONTACT
VISITING
TELEPHONIC AND
ELECTRONIC MAIL
APPOINTMENTS**

Non-contact visits must be scheduled prior to the visit. Approved inmate visitors shall schedule appointments by telephone on Wednesdays from 1100 hours to 1300 hours, by calling (707) 454-3266, no earlier than two weeks prior to the requested appointment. If a State holiday falls on a Wednesday, appointments will be taken the next business day. Non-contact appointments can also be made by e-mail by sending the request to solanovisiting@cdcr.ca.gov and must include "Non-Contact Appointment" in the subject area of the request. E-mail requests will be accepted on Mondays from 0400 hours through Tuesday at 1200 hours.

Only one visitor's name in the inmate's group and the inmate's CDC number is required for scheduling the visit. Inmates are not authorized to schedule appointments.

**NON-CONTACT
VISITING HOURS**

The visiting schedule for inmates housed in General Population who are placed on non-contact visiting status, are: ***Saturday and Sunday-0810 hours to 1500 hours***

The visiting schedule for inmates housed in the ASU are: ***Saturday and Sunday-0810 hours to 1350 hours***

**EXCUSED TIME
OFF (ETO)**

It is the policy of CDCR that inmates assigned to work/training groups A-1 and B may use excused time off (ETO) during approved absences from their assigned work/training assignment in the manner set forth in CCR. ETO shall be authorized by the work supervisor/employer in no less than 15-minute increments. The inmate will not be required to use ETO for any service the department requires. An inmate who is ill and requires a medical



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lay-in or is short term medically unassigned for 29 days or less is authorized to use ETO. The following are extraordinary circumstances for which use of ETO is authorized: (A) Out-of-state visitors. Upon substantiation that the visitor(s) resides out-of-state and is in California for a temporary stay of 30 days or less, and the visitor(s) has not visited with the particular inmate for four months. No more than two such visits shall be permitted for each such occurrence. (B) Excessive distance. When a visitor must travel a distance of 250 miles or more, and has not visited the inmate within the last 30 days. (C) Weddings. When an inmate marries, the inmate may, with five working days prior approval, use ETO for a visit on the wedding day. (D) Handicapped. When a visitor is handicapped, as defined by California law, and must rely on special transportation to the institution. Approval is required five working days prior to the visit. (E) Family emergencies. When death, serious illness, or injury occurs to an inmate's immediate family member, as defined in Section 3000, clergymen, family members, or close friends may visit the inmate to offer condolences or inform the inmate of the occurrence. (F) Infrequent visits. When a visitor unexpectedly arrives who has not visited in the last six months, the visit will be considered an infrequent visit. (G) Visiting during authorized absence. An inmate shall be permitted to visit using ETO during approved periods away from assignment involving circumstances beyond the inmate's control. (Refer to Section 3045.3 of these regulations.) (H) Work assignment conflicts. When the inmate has not received a visit in the last 30 days and would otherwise be prohibited from visiting because of a conflict in work, training, or education assignment.

**54020.8.1
APPROVAL/
DISAPPROVAL
OF APPLICATION
TO VISIT**

The inmate will initiate the visiting process by signing the Visiting Application Form (CDC 106) and mailing it to their prospective visitor. The prospective visitor will complete the Visiting Application Form (CDC 106) and return it via first class mail to: California State Prison-Solano, Visitor Processing Center, P.O. Box 4000, Vacaville, CA 95696-4000. The CDC Form 106 must be mailed directly to the Visiting Processing Center, not addressed to the inmate. The CDC Form 106 will not be accepted if received from inmates, nor will they be accepted from visitors who hand-carry them onto institutional grounds.



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Upon receipt of the application, visiting staff will obtain a Department of Motor Vehicles (DMV) and Criminal Intelligence and Investigation (CI&I) inquiry. Visiting staff will review the CDC Form 106 to confirm the information processed through the Department of Justice (DOJ) corresponds with the information on the visiting form. Visiting applications are normally processed within 30 days of receipt regardless of approval or denial status. All denials will be reviewed by the visiting lieutenant and are subject to concurrence by the Associate Warden, Central Services (AW CS). Denials of six months or more in duration are subject to the Warden's review and/or Director's review.

In most cases where a disposition requires clarification or/and more information or clarification, the visitor will be directed to DOJ. Requests may be mailed to:

Department of Justice
Command Center
Post Office Box 13417
Sacramento, Ca. 94813

All approvals and denials will be logged in the Automated Visitor Information System (AVIS).

**54020.11
PROCESSING**

Visitors must surrender identification (ID) cards to the control booth officer prior to entering the visiting room. This also requires minor children to possess ID cards. The officer will be responsible to maintain and return the ID cards to the visitors upon departure. In addition to the visitor's right wrist being stamped, each visitor's pass will be stamped in order to ensure possession of a valid pass for that day.

When a visit has concluded, all visitors must present their visitor's pass to the Visiting Control Booth Officer and retrieve their identification from the Control Booth Officer. All inmates must immediately report to the back of the visiting room in order to be processed out of the visiting area. Inmates must be positively identified by visiting staff prior to his visitor(s) being allowed to exit the visiting room.

When exiting the Entrance Building, all visitors will present a visitor's



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pass and identification, sign out on the Visitor's Log and their right wrist will be checked with the ultraviolet light device.

All visitors will be required to exit the security area in small groups of no more than five adults through the Front Entrance Sallyport.

**CLOSE CUSTODY
COUNTS**

In accordance with the California Code of Regulations (CCR) subsection 3377.1(a) (2) (B) and (4) (B), "close custody inmate visiting hours will be during daylight hours only". Close "A" Custody inmates shall be out counted at 1200 hours while in the visiting room. After 1130 hours, in order to facilitate the close custody out count, close custody inmates will not be processed into the visiting room until after the 1200 hours close custody count is clear.

The Visiting Rear Search Officer will confirm the out count with the control sergeant when the Close A Custody count is announced. Close B Custody inmates visiting during 1200 hours close custody count may be out counted in visiting.

The visiting rear strip officer will confirm his/her count with the building officer when the close custody count is announced.

**54020.13
INSPECTION/
VISITORS**

The Visiting Lieutenant or Sergeant will request that the Watch Commander contact the Correctional Captain and AW CS for approval prior to any search during normal work hours. On weekends and non-business hours, the Administrative Officer of the Day (AOD) will be contacted for approval.

Visitor searches may be conducted providing "reasonable suspicion" exists:

1. The belief the visitor is attempting to introduce unauthorized items or substances in or out of the institution.
2. Subsequent to the arrest of the visitor.
3. Subsequent to the issuance of a search warrant.
4. With visitor's consent.
5. Subsequent to the refusal of an approved unclothed body search, or an arrest of a visitor, their vehicle is subject to search.
6. If a visitor is arrested or there is "reasonable cause" to search the vehicle, it may not be searched unless the visitor gives their consent and signs a Vehicle Report, Department of California Highway Patrol (CHP) Form 180 (Attachment A), or there is "reasonable suspicion" to search the vehicle due to immediate



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safety and security concerns. Lacking the visitor's consent or "reasonable suspicion" to believe the vehicle presents an immediate safety and security concern, a search warrant shall be secured prior to a search of the vehicle. Upon discovery of contraband, the Security and Investigation (S&I) Lieutenant or Sergeant will be notified.

7. In cases where reasonable suspicion exists to search the vehicle of a visitor and/or arrest a visitor, Security and Investigations (S&I) staff shall be contacted. If time permits S&I will be present and take lead on all arrests and searches of visitor's vehicles.

The use of a canine in the Visiting Area may be authorized in accordance with the following provisions:

1. The Warden has designated the S&I Lieutenant as the Canine Unit Supervisor.
2. All requests for the Canine Unit shall first be forwarded to the S&I Lieutenant then the Warden for final approval.
3. Searches of the visiting area by canines may be conducted before and after visits, when inmates and visitors are not present.
4. Canines may be utilized to search visitor's property and vehicles only. However, visitors will have the option of leaving institutional grounds and not submit to the canine search. **At no time will the canine be used to search the visitor's person.**

Contraband Disposition:

Upon discovery of evidence, narcotics, and/or contraband, two photographs shall be taken of each of the following:

1. Front and rear license plate numbers.
2. Suspect(s).
3. Retrieving officer displaying discovered narcotics/evidence or contraband.
4. Handler and canine, in case of narcotics.
5. All confiscated contraband shall be retained in the CSP-Solano Evidence Room until the case is adjudicated or clearance is obtained from the prosecuting agency, after which it shall be disposed of per institutional procedure.

Arrest, Citations, and/or District Attorney Referral:

1. Visitors who are searched and found to be in possession of contraband or committing a criminal act will be subject to arrest by the Visiting Lieutenant or Watch Commander.
2. The S&I Lieutenant will be contacted, at which time an S&I



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Officer will respond to initiate the arrest pursuant to DOM subsection 52050.7.

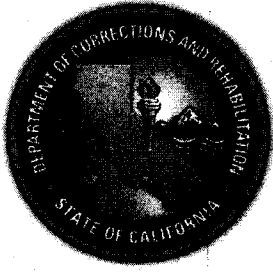
3. If an arrest is initiated, those arrested, along with the contraband discovered, will be taken to the designated booking/processing area where the pre-booking process will be initiated (Miranda Warning, interviews, arrest, fingerprint and detention reports).
4. The S&I officer will be responsible for processing all arrests whether the situation requires booking or cite and release.
5. The decision to issue citations/referrals to visitors found in possession of narcotics or contraband is dictated by prior agreement with the Solano County District Attorney's Office.
6. S&I are authorized to issue citations to visitors for misdemeanor Health and Safety violations.

Vehicle Disposition:

1. When a visitor has been arrested, he or she may relinquish the vehicle to another licensed driver (provided the arrested person is the registered owner). When this option is elected, a CHP Form 180 (Attachment A) will be completed in duplicate. The original will be retained by CSP-Solano and the second copy retained by the registered owner.
2. The arrested visitor may have the vehicle towed from the institutional grounds to a secured storage facility at no expense to the State. In this instance, the CHP Form 180 (Attachment A) will be completed. Any tow company may be used.
3. In the case where the arrested visitor refuses to have the vehicle towed or removed from the institutional grounds to a secured storage facility, the Outside Patrol Sergeant shall be informed. At this time, the Outside Patrol Sergeant will initiate procedures as outlined in CSP-Solano Operation Plan #21, Vehicle Citation/Removal of Vehicles (TOW).
4. In all cases where a vehicle is towed to a storage facility, a CHP Form 180 (Attachment A) will be completed in quadruplicate. The original is retained by CSP-Solano, copies are given to the registered owner, the towing service, and a copy left inside the vehicle.

Processing of Documentation:

1. A written report covering the reason for any extraordinary search of a visitor's person or vehicle, the visitor's response and the result of the search will be submitted to the Warden via the Visiting Lieutenant no later than the first working day after the



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incident. A copy of the report, excluding confidential information, shall be given to the inmate whom the visitor visited or intended to visit, and to the visitor pursuant to CCR subsection 3173(l)(1). A copy of the report will be placed in the inmates' central file.

2. An arrest or issuance of a citation will be documented on the Notice of Unusual Occurrence (NOU) (Attachment B) Report and an incident package. This will be completed in accordance with departmental procedures.

Copies of all reports will be relinquished to the Solano County District Attorney via S&I staff on the next working day.

Refusal to Submit to Search:

If the visitor refuses to submit to a requested search, the visitor will not be permitted to visit on that day. Future visits may be based upon the visitor's willingness to submit to a search prior to each visit, as long as the Warden has "reasonable suspicion" to believe that the visitor will attempt to introduce contraband into the institution.

Forcible Search:

Visitors shall not be forcibly searched unless CSP-Solano officials possess a court issued warrant to conduct the search or unless the cause for a search arises while the visitor is on institution grounds and the cause for the search is believed by institution officials to be a criminal offense. If institution officials have probable cause to believe that a visitor is in possession of contraband, the visitor may be forcibly detained while a search warrant is obtained through the Solano County District Attorney.

Searches of Minor Children and/or Infants:

1. The authority to approve a search of a minor child or infant shall not be delegated below the level of Chief Deputy Warden (CDW).
2. The Visiting Sergeant will obtain from the parent or guardian the full names, ages, and relationship of all minors. This information will be documented on the Notice of Request for Search, CDC Form 888 (Attachment C).
3. Only the parent or legal guardian of a minor may authorize an unclothed body search. In the absence of positive proof of relationship (i.e., birth certificate, court order), a search of a minor will not be conducted and visiting will not be allowed.
4. The Visiting Lieutenant will ensure that the parent or guardian is



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informed of the "reasonable cause," without disclosing confidential sources, and request submission to a full body search of all members of the visiting group.

5. The searches of minor children will be conducted by visiting staff of the same gender, unless the parent or guardian requests otherwise. This specific information will be documented on the CDC Form 888 (Attachment C). If there are male and female minor children to be searched, these searches will be accomplished separate and away from each other in a private, clean, and comfortable area with the parent or guardian present. (The Friendship House, licensed child care staff, will be contacted to care for the other children and/or infant while searches are being conducted). There will be no request for the spreading of the "private parts" or legs of the minor children. Through the parent or guardian, the minor will be requested to bend forward allowing observation of the buttock area. Infant searches will constitute a parent being directed to lay the infant face up across the parent or guardian's lap in a "diaper changing" fashion.
6. The parent or guardian should then be requested to sign a CDC Form 888 (Attachment C) stating search procedures verbally described were followed. If there were any concerns, the parent or guardian should be encouraged by visiting staff to state or write them at that time.
7. If the search of minor children and/or an infant raises doubts or questions by visiting staff, the visit should be denied. All unclothed searches of visitors, adults, minor children, and infants require full documentation and reports by each staff member involved prior to the end of the watch. The visiting lieutenant will ensure that the watch commander, correctional captain, Associate Warden Central Services, Chief Deputy Warden, and the Warden receive a copy of the package upon completion.

SERVICE ANIMALS

Under the Americans with Disabilities Act (ADA), a service animal is any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Animals that meet this definition are considered service animals whether or not they have been licensed or certified by a state or local government. Service animals, usually dogs of any breed or size, are working animals and are not considered pets. A service animal: guides people who are blind, alerts people who are hearing impaired, pulls wheelchairs, alerts and protects a person who may have seizures, and performs other special



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tasks. Visitors using an animal for assistance shall carry appropriate identification. Identification may include: cards or documentation, presence of a harness or markings on the harness or other credible assurance of the visitor using animals for their disability. At no time during the screening process will visitors be required to be separated from their service animal. Visitors are required to maintain control of the animal in a manner that assures the animal cannot harm or interfere with other visitors and staff. The visitor will advise staff how they and their animal can best achieve screening when processing through the metal detector (walking together or in single line).

**54020.17
VISITOR
MEDICATION**

Life sustaining prescription medication(s) i.e., inhalers, diabetic or heart medication, is authorized after verification of prescription by visiting staff. Immediately after the visitor requiring such medication has been processed, the visiting lieutenant will ensure the medication is immediately hand carried by staff to the appropriate visiting bubble officer. The medication must be available in the event a medical emergency exists. The medication will immediately be provided as-needed or required. Upon request, the officer will hand the container to the visitor who will take the necessary dosage and return the container to the officer. The medication(s) will be returned to the visitor upon his/her departure. **Heart patients may retain their nitroglycerin.**

**54020.19
VISITOR INJURY
OR EMERGENCY
MEDICAL
ASSISTANCE**

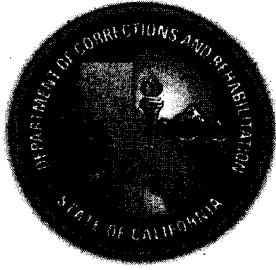
When a visitor alleges injury, the visiting lieutenant or sergeant shall contact the Medical Staff and document the incident on a NOU (Attachment B) and photograph the injury. A copy of the NOU, CDC Form 7219, CDC Form 270, and photographs will be forwarded to the CSP-Solano Litigation Coordinator who will maintain the documents on file.

**54020.21
PROCESSING OF
INMATES**

Prior to allowing inmates to enter and/or exit the visiting area, all inmates must be identified, using their CDCR ID card. After positively identifying the inmate, visiting staff may allow the inmate to visit. If Visiting Staff cannot identify the inmate, after all avenues have been taken for positive identification, only then will he not be allowed to visit.

All inmates will be given an unclothed body search whenever exiting the visiting room. This is to include when exiting the visiting room for the purpose of going to the restroom.

At the conclusion of a visit, inmate visitors will not be allowed to



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receive their identification and/or visitors pass from the Control Booth/Bubble Officer until the affected inmate is positively identified by the Rear Strip Officer. Upon the inmate being positively identified, the Rear Strip Officer will notify the Control Booth/Bubble Officer to process the affected visitor(s) out to the entrance building. At the conclusion of visiting hours, all remaining visitors and inmates will be separated with the inmates staged at the back of the visiting room. Floor staff will retrieve the inmate ID cards, return to the visiting room, and positively identify each remaining inmate. The visitors may then be processed out of the visiting room to the entrance building.

**54020.25
VISITING PHOTO
PROGRAM**

All inmate photographs will be taken under the direct observation of visiting staff, in the designated area of the visiting room. The below listed locations are the only authorized areas for photographs to be taken. Photo ducats are available from visiting control booth at designated hours.

1. In the Complex "A" Visiting Room, the designated area is the mural painting located near the vending machines.
2. In the Complex "B" Visiting Room, the designated area is the mural painting located by the entrance grill gate.

With the exception of wedding party photographs, only one inmate will be permitted in a visiting room photograph. Pictures which violate visiting room rules are not authorized and are subject to confiscation as contraband.

**54020.28
VISITING IN A
COMMUNITY
HOSPITAL /
CSP-SOLANO
CORRECTIONAL
TREATMENT CENTER**

Contact visiting may be authorized for immediate family members (only three visitors may visit at one time), in the CSP-Solano Correctional Treatment Center (CTC) and community hospitals under the following circumstances and/or conditions:

1. The inmate is considered by a physician/CMO to be on long-term care status and the inmate's physical and/or mental condition would prevent him from accessing the regular visiting area without jeopardizing the safety and security of staff, inmates, the public, and the institution.
2. The inmate is considered by a physician/clinician to be in the final stages of dying (death bed visit).
3. There are written orders authorizing visits by the attending physician/CMO.



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CTC visits will be processed as follows:

1. CTC visits are only authorized for inmate/patients on general population status, inmates on Ad Seg status are not permitted visits in the CTC.
2. CTC visits will be restricted to adult visitors only.
3. The visitor will be processed through the Complex B Visiting area.
4. Visiting staff will notify CTC staff if the inmate meets the criteria for visits as outlined above.
5. Visiting staff will contact the outside patrol sergeant who will be responsible for the transportation of the inmate visitor(s) to the CTC. The outside patrol sergeant will proceed to the Visiting Processing Area and process the visitor(s) through the metal detector.
6. The Outside Patrol Sergeant will process the visitor(s) through the Vehicle Sallyport where they will sign for and receive a visitor's pass. The visitor(s) will be escorted into the CTC via the kitchen back dock area.
7. Once in the CTC, the CTC officer will escort the visitor(s) to the designated visiting area or the inmate's cell dependent on the inmate's ability to ambulate. If the visit takes place in the inmate's cell, the door will remain open and a CTC Officer will provide coverage.
8. The visit will be authorized for two hours and will be conducted during established visiting hours. The only exception will be for "Death Bed" visits. On these occasions, the visiting days or times may be changed with the approval of the Correctional Captain or AOD and the watch commander will coordinate to ensure the visitor is approved and processed appropriately into the AVIS system.

At the conclusion of the visit, the CTC Officer will contact the Outside Patrol Sergeant who will respond and escort the visitor(s) from the CTC. The visitor(s) will be processed through the Vehicle Sallyport and return to the Complex B Visiting Area to process out.

**54020.29
VISITING CONDUCT**

Sexual misconduct will not be tolerated within the Visiting Area. This may include, but is not limited to, prolonged kissing, sexual intercourse, overt acts of fondling of the breasts or genital area, obvious pelvic motion or oral sexual relations. Visits will be terminated for sexual misconduct.

Cursing or disrespect toward staff or other visitors is unacceptable and



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may be grounds for immediate termination or suspension of visits. The visiting lieutenant will monitor to ensure fair, impartial, and consistent standards within Visiting Areas. Such measures may commence with verbal warnings, counseling, and informal measures. For serious rule violations and/or felonies, the appropriate unit disciplinary committee may impose penalties as authorized in CCR Sections 3314, 3315, and 3323. Documentation of any corrective measures, such as terminations or suspensions, must be posted on a Notice of Visitor Warning/Termination/Suspension/Denial/Revocation CDC Form 887-B, (Attachment D), and placed in the inmate's visiting file. When reports are submitted subjecting inmates or visitors to restrictions of any type, appropriate copies must be provided to the inmates and to visitors, including notification of their respective rights to appeal.

- Visitors will utilize the visitor's restroom to change and dispose of baby diapers.

**54020.30
DENIAL OR
TERMINATION OF
VISITS, DUE TO
OVERCROWDING**

Complex "A" visiting room maximum capacity is 350 (inclusive of the 100 allotted for patio visiting) and Complex "B" visiting room maximum capacity is 250. When maximum capacity occurs, it will be necessary to terminate the visits of those persons who have been visiting the longest time in order to accommodate additional visitors. Exceptions will be made for the following situations:

1. The visitor has traveled a distance of 250 miles or more and has not visited within the last 30 days. This exception shall be applied to allow two consecutive days of visiting.
2. A visitor who is certified as disabled as defined by California law and must rely on special transportation to the institution.
3. When a visitor is married to an inmate on that particular day.
4. When death, serious illness, or injury occurs to an inmate's immediate family including registered domestic partner. Clergy or approved visitors may visit the inmate to offer condolences or inform the inmate of the occurrence.
5. When an inmate receives not more than one visit each six months. A visit meets this definition when the inmate normally receives few visits, and a visitor arrives unexpectedly.

**50202.8.8
LIMITED
VISIBILITY**

In the event CSP-Solano is conducting a count due to limited visibility, visitors will be processed to the visiting rooms while waiting for limited visibility count to clear. The Processing Officers for Level II and Level III inmates will continuously contact the appropriate building officer to notify the inmate of the visit. Inmates will be escorted to the visiting



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room by a facility search and escort (S&E) officer and processed into the visiting room until Central Control announces that they are preparing for the fog count. The rear strip officers will out count the inmates in the visiting room and submit the out count to control. After the fog count is cleared, inmates will be called to the visiting room according to their building. Visiting staff will systematically process inmates, one building from each facility at a time (i.e., buildings 1 and 12 first, buildings 2 and 11 second).

The order in which buildings are processed will be rotated during the fog season. If limited visibility conditions persist after the count is cleared, visiting staff will contact the facility's S&E officers and inform them which buildings will escort inmates from and the order of the remaining buildings to be escorted. If the limited visibility condition procedures are lifted / cancelled after the count is cleared all facility program lieutenants will delay the opening of their respective yards pending the initial processing of inmates into the visiting room. This will ensure the orderly release and processing of inmates to the visiting area. The visiting sergeant/officer will contact the building officer and inform him/her to send inmates to the visiting room. This will allow for a safe and orderly processing of both inmates and visitors into the visiting room.

**54020.31
SUSPENSION OF
VISITING PROGRAM**

In the event it becomes necessary to conduct an emergency count after the start of inmate visiting, the following procedure will be in effect:

1. Visitor processing into the security area will cease.
2. All inmates will be processed out of the visiting room and returned to their assigned housing units.
3. All visitors shall remain in the visiting room until the emergency count has cleared, but will be permitted access to the vending machines and restrooms.
4. When the emergency count has cleared, visitors wishing to leave will be processed out of the security area.
5. Time permitting, should a visitor wish to continue his/her visit after the count has cleared, the affected inmate will be processed back into the visiting room.
6. After the count clears, visiting processing into the security area will resume if appropriate.
7. Should an emergency count begin prior to the start of visitor processing into the security area, processing will be delayed until the count has cleared. All visitors already on institution grounds



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will be asked to leave and no additional visitors will be permitted entry. Should an emergency count begin prior to visitors being allowed onto institution grounds, visitors will not be permitted on grounds until the count has cleared.

**54020.32
ATTORNEY
VISITATION &
CONSULTATIONS**

Inmates have a constitutional right of access to an attorney. It is the policy of CDCR and CSP-Solano to facilitate both correspondence and personal consultation for this purpose.

Parking for attorneys or private investigators (or either of their representatives) is available in the Visitors Parking Area adjacent to the Friendship House for the visiting of inmates housed in Buildings 1 through 12. Upon entering the Complex "B" entrance building, these individuals may proceed directly to the entrance officer for priority processing. If the inmate is housed in Buildings 13 through 24 and private consultation accommodations have been pre-arranged, the attorney/private investigator or their representative may drive their personal vehicle to the Complex "A" Parking Lot and proceed to the Complex "A" entrance building. The entrance officer will then process the individual(s) into the visiting area.

Attorneys visiting inmates who are placed on non-contact visiting status shall conduct such visits in the Complex "B". Inmates on Administrative Segregation (Ad Seg) non-contact status shall remain in restraints at all times except when necessary to sign legal documents. Escort staff shall notify the Ad Seg Lieutenant or Sergeant who will approve temporary removal of restraints. With the supervisor's approval, staff will escort the inmate into the non-contact area and secure the inmate in a non-contact visiting booth. At this time, staff may remove the restraints or a portion thereof from the inmate. The attorney may then enter the area and hand the necessary paperwork to the inmate, through the handcuff port, in order for the inmate to sign the documents. The inmate will then be restrained and may be returned to the attorney visit.

**54020.33
FAMILY VISITING
GENERAL
INFORMATION**

Family visiting (FV) is a privilege earned by the inmate through successful program participation. Inmates are not authorized to exchange family visiting dates.

**54020.33.1
INMATE FAMILY**

The Warden has the authority to approve or disapprove family visits as necessary. Inmates may not be scheduled for more than one family visit



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VISITING ELIGIBILITY at any point in time; abuse of this policy may result in disciplinary action.

At the time the application is submitted to the Correctional Counselor I (CCI) (or the Family Visiting Coordinator if CDC Form 128-B is on file.), inmates who are 90 days from parole or who have been approved by the Classification Service Representative (CSR) for transfer are not eligible for family visits.

**54020.33.2
INMATE
APPLICATIONS
FOR FAMILY
VISITS**

Family Visiting applications and food menus may be obtained from the inmate's CCI or in their assigned housing unit. New applicants shall submit a Family Visiting Application (CDC Form 1046), a completed menu, and a completed Trust Withdrawal Form (CDC-193) to their respective CCI. The CCI shall review the application, the menu and the Trust Withdrawal Form, checking for completeness (the menu requisition must provide a minimum of two meals per person, per day). The CCI will review the Trust Withdrawal Form to ensure that it is complete and accurate. The CCI will submit the application, with the menu and the CDC 193 attached, to the visiting office, which will verify that the visitors listed on the application are approved to visit. This will be annotated on the top right-hand corner with the processing person's signature and the word "APPROVED" and the date. The application shall then be returned to the CCI for further processing.

Upon the initial approval, the CCI will return the application and all other necessary forms to the Family Visiting Coordinator. If a 128-B General Chrono is on file in the Family Visiting Office, the inmate will send the application and all other necessary forms directly to the Family Visiting Coordinator. Once received, the Family Visiting Coordinator will review the application and place the inmate's name and CDCR number in the next available opening of confirmed family visiting dates. The Family Visiting Coordinator will send an informational/confirmation packet to the inmate. The inmate will sign the forms and forward the informational/confirmation packet to the inmate's family to be signed. The confirmation portion of the packet must be returned to the Family Visiting Coordinator (via U.S. mail) 15 days prior to the scheduled date or the visit will be cancelled.

Prior to the inmate's family visit, the Family Visiting Coordinator shall check the CDC-115 Log to ensure that the inmate has not been found guilty of a CDC-115 that would prohibit his participation in the family visiting program (i.e., being found guilty of narcotics trafficking while



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incarcerated in a state prison).

The Family Visiting Coordinator shall complete a review of the inmate's C-File between 24 and 72 hours prior to placing the inmate in the Family Visiting unit. The review shall determine if the inmate's privilege group or disciplinary status has changed or a hold has been placed. If it is determined that the inmate is not eligible for placement in the Family Visiting Unit, the visiting supervisor shall cancel the scheduled visit and notify the family and inmate. The visiting supervisor shall prepare a CDC Form 128-B, indicating the reason for cancellation and forward a copy to the assigned CCI.

If an inmate is found guilty of a Division A or B offense, the recorder of the Institutional Classification Committee shall prepare a CDC Form 128-B rescinding the family visiting privilege for a 12-month period, per CCR Section 3174. A copy of the CDC Form 128-B shall be immediately forwarded to the Family Visiting Coordinator. After the 12-month period has been completed, the inmate must submit an application for a family visit via his assigned CCI for processing. If eligible, the appropriate CDC Form 128-B approving family visits shall be prepared and forwarded to the Family Visiting Coordinator.

Note: The CCI will send a copy of a CDC 128-B, Informational Chrono, to the Family Visiting Coordinator indicating adverse changes in the inmate's program that would exclude him from participating in family visiting. The distribution of the approved application set forth in subparagraph #5, shall be applicable to all approved applications. Only those family members originally placed on the application will be considered for a family visit. Any information included on the original application later found to be fraudulent will result in the inmate receiving a CDC-115 for violation of CCR 3021: "Falsification of Records and Documents". Additionally, the inmate will be prohibited from signing up for another family visit for a minimum of 90 days from the date of infraction.

**54020.33.7
CANCELLATION OF A
FAMILY VISIT**

If the visitor is unable to check in by 1100 hours, it is the visitor's responsibility to call and notify the Family Visiting Coordinator. Should the visitor fail to report for the visit by 1100 hours, without prior notification, the visit is subject to cancellation. Any visitor, who fails to arrive by the prescribed time, unless notification has been made, will be considered a "no show".

Family visits will be cancelled if the inmate's family notifies the Family



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Visiting Coordinator or Visiting Lieutenant and/or the inmate cancels the family visit in writing no less than 72 hours prior to scheduled visit. Failure to do so will result in the loss of family visiting privileges for a minimum of six months before reinstatement consideration.

**54020.33.9
URINALYSIS**

Testing for a controlled substance is a condition for the inmate's participation in the family visiting program. Inmates must submit a urine sample for testing of controlled substances prior to being placed in the family visiting quarters. A urine sample must also be submitted upon completion of the family visit. On a random basis, another sample may be taken after 14 days of an inmate's family visit. The Family Visiting Officer will place a security seal on the urine sample prior to processing the sample.

**54020.33.10
FAMILY MEMBERS**

Visitor(s) must be listed in AVIS on the inmate's record as currently approved visitor(s).

Prior to approving a family visit the inmate's counselor will require a certified copy of the inmate's marriage license included in the central file. Certified copies may be mailed to the inmate's Correctional Counselor, in care of CSP-Solano, P. O. Box 4000, Vacaville, CA 95696-4000. A certified/registered copy of the marriage license shall be submitted to the Family Visiting Coordinator, upon the wife's arrival at Complex "B" Entrance, prior to processing. It will be utilized for identification/verification along with required valid identification. The marriage license will be returned to the visitor.

**54020.33.11
MINOR'S
PARTICIPATION**

A minor child will only be admitted under adult supervision and with the following documentation:

- If accompanied by parent: original, government issued birth certificate or a certified copy of such document.
- If accompanied by legal guardian: original, government issued birth certificate or certified copy of such document; and the original court documents verifying legal guardianship (i.e., adopted children, stepchildren etc.).

If accompanied by other adults (such as grandparents). The original government issued birth certificate and a notarized letter from the parent/legal guardian which states the adult has permission to bring the child into a California State Prison to visit a specific inmate. **(AT NO TIME WILL VISITING STAFF RETAIN THE ORIGINAL BIRTH CERTIFICATE)**



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**54020.33.13
FAMILY VISITING
LENGTH AND VISITOR
REPORTING
REQUIREMENTS**

All family visits will be for approximately two days in duration with the exception of extended visits, which must be approved by the CCI, Facility Captain, and the Warden. Eligible inmates requesting an extended family visit (i.e., back-to-back) must submit a family visiting application to his counselor for processing. The CCI will obtain all required signatures prior to submission to the Family Visiting Coordinator. This requirement is mandatory whether the inmate is an initial participant or currently involved in the family visiting program.

An inmate may apply for an extended family visit in the event that his visitor(s) must travel out-of-state and 700 miles to visit. Application for an extended family visit will not normally be granted to an inmate more than once a year.

Family visiting operates seven days a week. Family visiting quarters shall be closed for maintenance and cleaning on the following days:

1. Complex A, each Tuesday and Wednesday.
2. Complex B, each Wednesday and Thursday.

Family visiting quarters shall also be closed for maintenance and cleaning one week a month. This closure will allow the Maintenance Department to perform necessary repairs and/or replacement of defective items in all family visiting units. This closure will also allow for more detailed cleaning of the units during these periods.

Level III inmates will utilize Family Visiting Units 2 through 5; Units 6 through 9 will be utilized by Level II inmates. Due to facility resource needs, Units 1 and 10 will be utilized to store family visiting food, supplies and equipment.

**54020.33.14
PROCESSING OF
VISITORS FOR
FAMILY VISITING**

All family visitors shall park adjacent to the building at the entrance of CSP-Solano until the arrival of the family Visiting Coordinator. Upon arrival of the Family Visiting Coordinator, visitors will be allowed to unload personal belongings. Once family visitors and their belongings have been processed, visitors will proceed to the visitor's parking lot, park and lock their vehicles. Without exception, all visitors' items will be searched and x-rayed.



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Visitors participating in the Family Visiting program will be transported to the appropriate facility via the van provided for this purpose by the Family Visiting Coordinator. Visitors and inmates will be escorted separately to their assigned units. The inmate will report to the rear search area of the respective facility no later than 1000 hours. Inmates will be escorted first at the commencement of a family visit. At the termination of a family visit, visitors will be transported first.

The Family Visiting Coordinator will provide escort and transportation for families and inmates to and from the assigned units. The Family Visiting Coordinator will inspect the units prior to and at the completion of the visit. Each inmate will sign an inmate Trust Withdrawal prior to being placed in the family visiting quarters. Refusal to do so will result in the cancellation of the family visit. Inmates will subsequently not be allowed to reschedule for a family visit for 90 days.

**GUIDELINES FOR
APPROVAL OF
FAMILY
VISITATION
REQUESTS FROM
HIV POSITIVE
INMATES**

The following guidelines are to be followed in processing HIV Positive inmate requests for family visitation: If an HIV Positive inmate is otherwise eligible for family visitation privileges:

1. The inmate must sign a release allowing the Department to inform the visitor of the inmate's HIV Positive status.
2. The visitor, having been informed of the inmate's status, must sign a waiver of all liability related to his or her family visit with an HIV Positive inmate.

If either party refuses to sign his or her release or waiver, the visitation request should be denied. If both parties sign, there should be no other impediment to the visit taking place.

**54020.33.16
FOOD FOR FAMILY
VISITING**

Any changes with the food menu will require prior approval from the Associate Warden's, Central Services and Business Services, Inmate Advisory Council Chairman from each facility, visiting lieutenant and the family visiting coordinator. Selected food items should reflect a maximum of ten breakfast items, a maximum of ten lunch entrée items, a maximum of ten dinner items, a maximum of ten miscellaneous items, fresh fruit items and ten beverage items, including bottled water. The menu shall provide a variety of nutritional selections including low fat, low sodium entrees.

Family visiting staff will maintain an inventory of items stored in their area. Two storage areas are located in family visiting; Unit #1 (Level III) and Unit #10 (Level II). Both areas are equipped



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with a freezer and a commercial refrigerator. Bulk dry food shall be stored on shelves. Both areas will be utilized to store food items that will be used on a weekly basis.

The Family Visiting Officer will initiate and maintain a Memorandum of Understanding (MOU) with vendors used to provide all items. Procurement staff will ensure MOU's with all vendors are approved and in place. Food items will be ordered quarterly to ensure an acceptable shelf life for stored food items.

All items purchased by the inmate are non-refundable. Should the family visit be canceled for any reason, including no fault of the inmate, and the visit cannot be rescheduled within 30 days; the inmate must destroy, donate, or sign a Trust Withdrawal sending the items to a citizen of his choice. When the cancellation is no fault of the inmate, special arrangements will be permitted to allow the visitors to pick up the package at the front entrance. The Family Visiting Officer will facilitate this process. The inmate participating in the family visit shall sign the family visiting order form acknowledging this "no refund" policy prior to participating in the family visiting program.

Inmates must submit a completed FVP menu form together with a CDC Form 193, Trust Account Withdrawal Order authorizing a charge to the inmate's trust account to the institution's designated staff member at least three weeks prior to the visit.

Two weeks prior to the visit, a copy of the CDC Form 193 and a completed, signed CDC Form 1839 shall be delivered to the Trust Office by the Family Visiting Coordinator. The Trust Office will check the inmate's trust account for funds received; if sufficient funds are available, the Trust Office will place a hold on the trust account for the amount of the food order. If the inmate does not have sufficient funds in the trust account, the CDC Form 193 shall be returned to the Family Visiting Coordinator. The Family Visiting Coordinator shall notify the inmate the scheduled visit has been canceled due to insufficient funds.

If funds are received by the trust office accompanied by a completed, signed CDC Form 1839, the funds will be processed in accordance with CCR, Title 15, Section 3097. CSP-Solano Accounting (Trust Office) staff will be responsible for sending food orders, via facsimile, to vendors. The Family Visiting Officer is responsible for picking up all food orders from approved vendors.



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The Family Visiting Coordinator will facilitate delivery of food items to the family visiting units at the commencement of the visit. The Family Visiting Coordinator will reconcile all food items against the inmate's menu. When the food has been checked, it is taken to the assigned family visiting unit. The food is then placed in the refrigerator/freezer and cupboards and inventoried again by the Family Visiting Coordinator. A copy of the inmate's menu is left in the family visiting unit for the inmate.

**MEDICATION FOR
FAMILY VISITORS**

Prescription medication(s) i.e., inhalers, diabetic/insulin needles or heart medication, is authorized after verification of prescription by visiting staff. Immediately after the visitor requiring such medication has been processed, the family visiting staff will ensure the medication is immediately hand carried to the appropriate Key Control. Inhalers, Birth Control Pills (only the amount needed during the visit) and nitroglycerin (for heart patients) may be retained by the family visitor. All medication being retained must be inventoried before the family visit begins and at the termination of the family visit. Insulin and needles may not be retained by the family visitor.

The family visitor's medication will be secured in Key Control A for Level II or Key Control B for Level III and will be distributed by the family visiting officer or facility staff as follows:

0800 hours - The family visiting officer will pick up the medication from both Key Controls and take the medication to the family visitor on both Level II side and the Level III side. The remaining medication will be returned to the appropriate Key Control.

1200 hours (Close A Count) - The facility staff that conducts the Close A count will get the medication from each Key Control and take it to the family visitor during count on both the Level II and Level III side. The remaining medication will be returned to the appropriate Key Control.

1700 hours (Institutional Count) - The facility staff that conducts the count will get the medication from each Key Control and take it to the family visitor during count on both the Level II and Level III side. The remaining medication will be returned to the appropriate Key Control.

2130 (Institutional Count) - The facility staff that conducts the count will get the medication from each Key Control and take it to the family



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visitor during count on both the Level II and Level III side. The remaining medication will be returned to the appropriate Key Control.

**54020.33.18
FAMILY VISITING
COUNT PROCEDURES**

While in the family visiting units, the inmate shall present himself for count at the sound of the officer knocking at the outer door of the family visiting unit. The institutional counts will be conducted; 0030, 0230, 0500 1700 and 2130 hours. Failure to be adhere to the FV count procedure will result in disciplinary action and termination of the family visit. A list of the institutional counts will be posted in each family visiting unit including the termination times for family visiting.

**54020.33.20
CONDITION AND
CLEANLINESS OF
FAMILY VISITING
UNITS**

Inmate participants of the family visiting program are responsible for maintaining the cleanliness of the units and reporting damage or malfunction of equipment. All equipment and supplies will be inventoried on a CSP-Solano Family Visiting Property Inventory Form, before and after the visit, by the Family Visiting Officer and the inmate. The inmate and Family Visiting Officer will sign the inventory form, acknowledging the property inventory before and after the visit. The inmate, visitors and Family Visiting Officer will sign an Emergency/Rules Notification Form acknowledging the Family Visiting Rules and informing them of emergency telephone numbers and exit routes.

If a family visiting unit is found to be unacceptable by the Family Visiting Coordinator, and/or if damage has occurred or if property is missing, the inmate will receive a CDCR-115. A trust withdrawal slip will be filled out by the inmate, prior to placement of the family visitor, in order to replace or repair all damages or breakage that may occur. If found guilty of the CDCR-115, the inmate's family visiting privileges will be suspended for six months. All damaged property and supplies shall be immediately removed by the Family Visiting Officer from the visiting unit. The items removed from the family visiting unit will also be removed from the property inventory. The Family Visiting Officer will inform his supervisor in writing, of all property and supplies removed and the disposition of the property.

If the inmate has reapplied for a family visit prior to the adjudication of the CDC-115, and/or the Family Visiting Coordinator receives or discovers that the inmate was found "Guilty", his application shall be rejected.



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The following areas are required to be inspected prior to and after each visit:

1. Bathroom: wash basin, bathtub and toilet.
2. Bedroom: beds (blankets and linen **MUST** be removed and bundled for easy removal).
3. Kitchen: All dishes, pots, pans, stove, countertops, sinks, and refrigerators are to be cleaned. All dishes, pots, pans, etc., are to be placed on top of the available countertop space and stove for easy inspection before termination of the visit.

DAWN LOREY
A.W. Central Services

C. D. BROWN
A.W. Level II Operations

R. W. CAPPEL
A.W. Level III Operations

R. W. FOX
A.W. Health Care Operations

W. A. RODRIGUEZ
A.W. Business Services

NANCY HARDY
Chief Deputy Warden

GARY SWARTHOUT
Warden (A)

ATTACHMENT A

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE REPORT
CHP 180 (Rev. 2-88) CPI 081

NOTE: CHP 180 IS FURNISHED TO ALL PEACE OFFICERS BY THE CALIFORNIA HIGHWAY PATROL

| | | | | | | |
|------------------------------|------|---------------|--------------------------------------|--|-------------------------------|-------------------------|
| REPORTING DEPARTMENT | | LOCATION CODE | DATE / TIME OF REPORT | NOTICE OF STORED VEHICLE DELIVERED PERSONALLY <input type="checkbox"/> | | FILE NO. |
| LOCATION TOWED / STOLEN FROM | | | ODOMETER READING | VIN CLEAR IN SVS? <input type="checkbox"/> YES <input type="checkbox"/> NO | DATE / TIME DISPATCH NOTIFIED | |
| | | | | LIC. CLEAR IN SVS? <input type="checkbox"/> YES <input type="checkbox"/> NO | LOG NO. | |
| YEAR | MAKE | MODEL | BODY TYPE | COLOR | LICENSE NO. | ONE MONTH / YEAR TWO |
| VEHICLE IDENTIFICATION NO. | | | ENGINE NO. | VALUATION BY <input type="checkbox"/> OFFICER <input type="checkbox"/> OWNER | | |
| | | | | <input type="checkbox"/> 0-300 <input type="checkbox"/> 301-1000 <input type="checkbox"/> 1001 + <input type="checkbox"/> \$ | | |
| REGISTERED OWNER | | | <input type="checkbox"/> SAME AS RIO | | LEGAL OWNER | |

STORED IMPOUNDED RELEASED RECOVERED - VEHICLE / COMPONENT

TOWING / STORAGE CONCERN (NAME, ADDRESS, PHONE) _____ STORAGE AUTHORITY / REASON _____

TOWED TO / STORED AT _____ AIRBAG? YES NO 1 2 DRIBBLE? YES NO JUNK LINK VIN SWITCHED? YES NO

| CONDITION | YES | NO | ITEMS | YES | NO | ITEMS | YES | NO | ITEMS | YES | NO | TIRES / WHEELS | CONDITION |
|------------------------------|-----|----|--------------|-----|----|------------------|-----|----|----------------|-----|----|----------------|-----------|
| WRAPPED | | | SEAT (FRONT) | | | REGISTRATION | | | CAMPER | | | LEFT FRONT | |
| BURNED (MILK per 431(d) VC) | | | SEAT (REAR) | | | ALT. / GENERATOR | | | VESSEL AS LOAD | | | RIGHT FRONT | |
| VANDALIZED | | | RADIO | | | BATTERY | | | FIREARMS | | | LEFT REAR | |
| ENG. / TRANS. STRIP | | | TAPE DECK | | | DIFFERENTIAL | | | OTHER | | | RIGHT REAR | |
| MISC. PARTS STRIP | | | TAPE | | | TRANSMISSION | | | | | | SPARE | |
| BODY METAL STRIP | | | OTHER RADIO | | | AUTOMATIC | | | | | | HUB CAPS | |
| SURGICAL STRIP per 431(d) VC | | | IGNITION KEY | | | MANUAL | | | | | | SPECIAL WHEELS | |

RELEASE VEHICLE TO: NO OR AGENT AGENCY HOLD 22800.2 VC GARAGE PRINCIPAL / AGENT STORING VEHICLE (SIGNATURE) _____ DATE / TIME _____

NAME OF PERSON / AGENCY AUTHORIZING RELEASE _____ I.D. NO. _____ DATE _____ CERTIFICATION: I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I AM LEGALLY AUTHORIZED AND ENTITLED TO TAKE POSSESSION OF THE ABOVE DESCRIBED VEHICLE.

SIGNATURE OF PERSON AUTHORIZING RELEASE _____ SIGNATURE OF PERSON TAKING POSSESSION _____

STOLEN VEHICLE / COMPONENT EMBEZZLED VEHICLE PLATE(S) REPORT

DATE / TIME OF OCCURRENCE _____ DATE / TIME REPORTED _____ NAME OF REPORTING PARTY (RP) _____ DRIVER LICENSE NO. / STATE _____

LAST DRIVER OF VEHICLE _____ DATE / TIME _____ ADDRESS OF RP _____ TELEPHONE OF RP () _____

I CERTIFY OR DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT. SIGNATURE OF PERSON MAKING REPORT _____

REMARKS
(LIST PROPERTY, TOOLS, VEHICLE DAMAGE, ARRESTS)

DRIVER'S NAME _____ ARRESTED / SECTION? YES NO REPORTED BY _____ CARGO / TYPE? YES NO VALUE \$ _____



SIGNATURE OF OFFICER TAKING REPORT _____ I.D. NO. _____ SUPERVISOR _____ REQUIRED NOTICES SENT TO REGISTERED AND LEGAL OWNERS PER 22802 VC? YES NO DATE NOTIFIED _____

Attachment B
SOLANO STATE PRISON
VACAVILLE, CALIFORNIA
NOTICE OF UNUSUAL OCCURRENCE/INCIDENT
ADMINISTRATIVE CONTACT REPORT

Revised 5/09

Unusual Occurrence Incident AOD Contact

Date: _____ Time of Occurrence: _____ Hours

Incident Number: _____ N/A Incident: _____

Area Involved: _____ Incident Commander: _____

AOD/Administrator Contacted: _____ Time Contacted: _____ Hours

INMATES INVOLVED

| Name | CPI Number | Housing | Ethnic | CC/MSEOP | Custody |
|------|------------|---------|--------|----------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

Use additional sheet if necessary to identify all involved inmates

BRIEF SUMMARY OF EVENTS:

USE OF FORCE: YES NO Shots Fired: YES NO
 Lethal Firearm Number of Shots: _____ 37MM Number of Shots: _____
 OC Spray Baton Physical

MEDICAL INFORMATION

7219 COMPLETED BY:

NOTE INJURIES:

ADDITIONAL INFORMATION:

Type of 115 issued:

| NAME | TITLE | DATE |
|------|-------|------|
| | | |

Original: Warden

Copies to: CDW, All Associate Wardens, All Captains, Watch Commander, Use of Force Coordinator, Incident Report Package