

Memorandum

Date : June 7, 2010

To : Associate Directors
Wardens

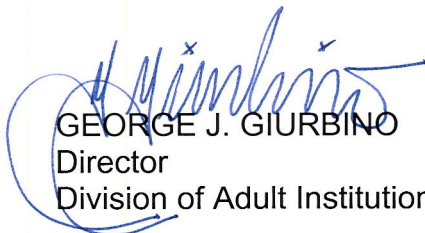
Subject: **ALLOWABLE VISITOR ITEMS - ELECTRONIC KEYS**

The purpose of this memorandum is to clarify Department policy regarding inmate visitors with electronic keys. Department Operations Manual (DOM), Section 54020.15, "Allowable Visitor Items," allows visitors to bring into the visiting area "2 keys on a ring with no other attachments." As electronic keys become more and more popular with car manufacturers, they are becoming more prevalent in visitor processing.

Institutions are to begin allowing electronic car keys into the visiting areas as one of the two keys DOM specifies as allowable. Should the electronic key appear to be tampered with, a supervisor should review prior to authorization to allow access.

Institutions shall also ensure this memorandum is placed with your visiting DOM supplement for reference until such time as a revision to the DOM is completed.

Should you have any questions, please contact Correctional Counselor II Scott A. Davey, Statewide Visiting Coordinator, at (916) 323-4226.



GEORGE J. GIURBINO
Director
Division of Adult Institutions

cc: Scott Kernan
Terri McDonald
R. J. Subia
Debra Herndon
Scott Davey