

DEPARTMENT OF CORRECTIONS  
CALIFORNIA STATE PRISON -- SOLANO  
VACAVILLE, CA 95696-4000  
(707) 451-0182



## PROCEDURES FOR FAMILY VISITING

### \*\* SIGN AND RETURN WITH CONFIRMATION FORMS \*\*

Family visiting is a privilege earned by the inmate through successful program participation. Every effort will be made to provide a pleasant atmosphere for the family visit. Family visitors shall report to the Gate House, located on your right upon entering the California State Prison - Solano grounds, at 11: 00 A.M. It is the visitor's responsibility to be on time. **Visitors who do not report on time will be considered a no-show.** Visitors shall adhere to all institution procedures and departmental regulations while on the institution grounds. **At the time the Family Visiting Application is submitted to the Correctional Counselor for approval, those inmates who are within 90 days from parole or who have been approved by the Classification Services Representative (CSR) for transfer, are not eligible for family visits.** It is the responsibility of the inmate to inform the Family Visiting coordinator when he is less than 90 days to release. Participation in the Family Visiting program is restricted to immediate family members unless a foster relationship exists. **Immediate Family Members are defined as:** Legal spouse, natural parents, grandparents, brother or sister, step-brother or step-sister, foster brother or sister, children, grandchildren of the inmate, and the inmate's legal step-children. Proof of marriage shall be established by the Family Visiting Coordinator. **A certified copy of the marriage certificate shall be presented to the Family Visiting coordinator prior to each visit.**

- A. Inmates may take the following items on their visit: one (1) complete set of state issued blues (shirt, pants, belt, socks and shoes), which he will be wearing; one (1) state issued jacket, if needed; two (2) pairs of state issued shorts; two (2) state issued T-shirts; one (1) pair of prescription eye glasses; one (1) wedding band; one (1) religious medallion; one (1) razor; one (1) toothbrush; one (1) comb (NO BRUSHES); two (2) handkerchiefs; one (1) pair of shower shoes (may not be worn to or from the visit).

### **NO EXTRA RINGS, NECKLACES, SUNGLASSES, OR WALLETS WILL BE PERMITTED!**

Unopened canteen items that will be consumed during the visit will be permitted; however, they cannot be brought back into the institution at the conclusion of the visit. Inmates may not bring any items into the institution from their family visit, other than those items listed above. All items brought into the family visit will be placed on their inventory sheet prior to the visit. All food items not consumed must be taken with the visitor upon leaving the institution. **The Family Visiting Coordinator will inspect all items being taken into the Family Visiting Units by inmates.**

- B. The inmate will be escorted by the Family Visiting Coordinator to and from the Family Visiting unit.
- C. Confirmation forms (3 pages) will be mailed to the inmate. It is the inmate's/visitor's responsibility to return the completed confirmation forms to the family visiting coordinator no later than 15 days prior to the scheduled date of the family visit. Failure to return all confirmation forms within the prescribed time limit will result in cancellation of the scheduled date. Family visits must be canceled in writing no less than 3 days prior to the scheduled visit. Anyone failing to do so, will be considered a no-show. No-shows for a scheduled family visit will be subject to suspension of Family Visiting privileges for six months.
- D. Inmates and their visitors using the Family Visiting Units will be expected to perform cleaning functions and leave the unit in a clean and orderly fashion. The unit will be left as you found it. All laundry must be placed in the container outside the unit. All trash will be placed outside of the unit. Inmates will be required to sign a Trust Withdrawal prior to being placed in the Family Visiting Unit. Failure to do so will be cause for cancellation of the scheduled family visit. Inmates will be responsible for any damage caused to the contents of the unit or the unit itself. Each inmate shall be subject to disciplinary action for any damage or willful neglect of the Family Visiting Unit and its furnishings. Inmates and/or their visitor(s) may be excluded from the Family Visiting program for neglect and/or abuse of the Family Visiting Unit.

- E. All the inmates participating in the Family Visiting program will submit to a urinalysis test before and after the family visit.
- F. **COUNT TIMES ARE AS FOLLOWS: 0030, 0200, 0500, 1200, 1630 AND 2100 HOURS.**
- G. Visitors are permitted to bring the following:
1. Clothing for visitors. Minimum needed for duration of visit contained in 1 bag (paper, plastic or soft canvas bag) per visitor. **NO SUITCASES.**
  2. Small children's toys will be limited to three. **NO STUFFED TOYS.** Simple games, coloring books, crayons and pencils will be permitted.
  3. Cosmetic items needed for the family visit, one (1) bottle of dish soap
- H. All visitor attire must be conservative to enhance a family atmosphere. Visitors must wear shoes or sandals. Thongs (sandals without heel straps) or shower shoes are not permitted. Visitors must not wear clothing that resembles state inmate issued clothing; blue chambray shirts, denim jackets, gray or blue denim jeans. This restriction applies to any combination of colors or materials. No dark brown pants and tan shirts of any style or material. Visitors shall not wear green clothing that resembles any CDCR uniform. This includes a color spectrum from olive green to forest green. Additionally, no camouflage patterned, military type, or fatigue type clothing will be allowed.
- I. Food for all Family Visiting will be purchased by the inmate through Family Visiting from a local grocery store. Funds from the inmate's trust account will be utilized to pay for all food. Family Visiting Funds are exempt from the Inmate Restitution Fine Collection System. To remain exempt from the Inmate Restitution Fine Collection System all funds sent to the inmate for Family Visiting purposes must be indicated by the sender on a CDC-Form 1839 (this form will be provided by the Family Visiting Officer). The CDC Form 1839 must be completed in its entirety and returned to CSP-Solano with the appropriate funds. Any funds received for Family Visiting that are not received with a CDC-1839 Form attached shall be deposited in the inmate's trust account and shall have restitution deducted from the trust account deposit.
1. Each inmate will be issued a Food Order Menu and a Trust Account Withdrawal Order form when applying for a Family Visit. These forms must be completed and signed to cover the cost of food. **The menu order form must provide a minimum of two meals per person, per day.** These forms must be returned to the Family Visiting Officer no later than two weeks prior to the family visit.
  2. Failure to return the Food Order Menu form or lack of adequate funds in the inmates trust account two weeks prior to the Family Visit will result in the cancellation of the Family Visit.
  3. Family Visits canceled after food items have been ordered from the vendor (approximately 10 days prior to the visit) will result in forfeiture of funds. When the cancellation is no fault of the inmate the visitor will be permitted to pick the food up at the front entrance building. All other cancellations may result in the food orders, at the inmate choice, being destroyed, donated, or sent to a private citizen. There will be no refunds once the food items are purchased.

**The foregoing procedures are in compliance with CDCR Operations Manual, and will be enforced accordingly. I have read and understood the above and I acknowledge this with my signature.**

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**VISITOR**

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**INMATE**

Inmates with any questions regarding these rules should contact the Family Visiting Coordinator, via the institutional mail. Visitors may contact the Family Visiting Coordinator between the hours of 8:00 a.m. to 9:30 a.m., seven days a week at extension 5705 or write directly to the CSP-Solano, ATTN: Family Visiting Coordinator, P.O. Box 4000, Vacaville Ca. 95696

REVISED: March 17, 2009