

Memorandum

Date : January 24, 2011

To : ALL CONCERNED

Subject: **VISITING PROCESSING**

Effective Saturday, February 12, 2011, the processing of visitors into and out of the visiting room will be as follows:

- Visitors are allowed on grounds 30 minutes prior to their appointment time or 30 minutes before general visiting begins at 12:00 Noon.
- Visitors who arrive more than 10 minutes after the start of their appointment time shall not be processed. Those visitors who arrive late for their appointment will be required to wait at the Friendship House or leave institutional grounds. These visitors may return for processing no earlier than 11:30 am, in order to be processed with the 12:00 Noon general visiting.
- Visitors with printed email confirmations that reflect they were left off the appointment list in error will be added to the bottom of the list and processed in that time slot.
- Visitors without a scheduled appointment, who arrive on institutional grounds prior to 11:30 am, shall be instructed to either wait at the Friendship House or leave institutional grounds. These visitors may return for processing no earlier than 11:30 am, in order to be processed with the 12:00 Noon general visiting. Visitors may not wait in their vehicle or loiter on institutional grounds.
- Visitors entering the visiting processing area shall not obtain additional visitor passes nor shall they give or trade passes with other visitors.

When exiting the visiting room, inmates must be positively identified via their CDC Identification Card by visiting staff prior to the visitor(s) being allowed to exit the visiting room. In order to ensure this policy is adhered to the following procedure shall be followed:

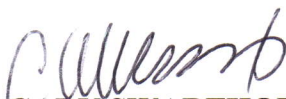
- When the visitor enters the visiting room, the Visiting Control Booth Officer shall retain both the original pass and the visitor's identification (ID) card before allowing the visitor to enter the visiting room. The visiting room grill gate shall remain closed when visitors are not exiting or entering the visiting room.
- Prior to exiting the visiting room at the end of your visit, the visitor shall report to the Visiting Room Officer to inform them they are exiting the visiting room. Prior to allowing the visitor to exit the visiting room, the visiting room staff shall positively identify the inmate using the inmate's ID Card. Once the inmate is positively identified, the visitor will be allowed to exit the visiting area and pick up his or her ID and visitor pass.
- *During periods of light pedestrian traffic*, the Control Booth Officer will positively identify the visitor via their ID card. The Control Booth Officer will then return both the visitor pass and ID card to the visitor, and allow the visitor to exit.

VISITING PROCESSING

Page 2

- *During periods of heavy pedestrian traffic*, the visiting staff shall bring the visitor passes and ID Cards from the Control Booth to the grill gate area. Staff shall also obtain the inmate ID card from the rear search and use the inmate's ID card to identify the inmate and direct him to the rear search area. After identifying the inmate, visiting room staff shall use the visitor's ID card and pass to identify the visitor. Staff shall return both items to the visitor and allow the visitor to exit. In this circumstance, the visitor does not need to stop at the Control Booth before exiting.
- *At the beginning of out-processing (2:30 pm)*, all inmates and visitors will be required to remain seated. Visiting staff shall out-process inmates and visitors based on the inmates' building number. Visiting staff shall rotate which buildings is being out-processed first every week, to make certain all 12 buildings have the opportunity to be called first. Visiting staff shall bring the visitor passes and ID Cards from the Control Booth to the grill gate area. Staff shall obtain the inmate ID card from the rear search area and use the inmate's ID card to identify the inmate and direct him to the rear search area. Staff shall use the visitor's ID card and pass to identify the visitor. Staff shall return both items to the visitor and allow the visitor to exit. In this circumstance, the visitor does not need to stop at the Control Booth before exiting. Out-processing of visitors will be completed by 3:00 pm.
- All visitors will be required to exit the security area through the Front Entrance Sallyport in small groups of no more than five persons (including children). Upon entering the Entrance Building, all visitors will present a visitor's pass and ID card, sign out on the Visitor's Log and have their right wrist checked under the ultraviolet light device.
- Visitors who do not have their ID card and pass will be detained until they can be positively identified.
- Visitors exiting from the Level III Visiting area shall proceed directly to their vehicles and exit the institution. Visitors exiting from Level II Visiting area shall wait for the Visiting Transportation Bus to transport them to the parking lot. During heavy pedestrian traffic periods, the Complex A Entrance Officer may issue numbered passes to each visitor as they exit the security perimeter. The Visiting Bus Driver shall then load the bus based on the pass number.

Should you have any questions regarding this procedure, please contact Correctional Lieutenant D. Richardson at (707) 451-0182, extension 5703.



GARY SWARTHOUT

Warden

California State Prison-Solano