

# Memorandum

Date

Revised: May 30, 2010

To: ALL CONCERNED

Subject: **CLARIFICATIONS TO QUESTIONABLE- ACCEPTABLE VISITOR ATTIRE**

The purpose of this document is to provide clarification and direction to matters relative to questionable acceptable visitor attire. It is our goal to interpret and enforce all policies consistently and professionally.

- Hair Extensions-Weaves-Hair Pieces DOM states hair pieces that are "readily removable" are not permitted. Hair extensions which are weaved or glued in are not readily removable and are authorized.
- Jewelry/Watches/Glasses on Passes Effective immediately, visitors are not required to list jewelry/watches/glasses on visitor passes. Documents (number of pages) and medication must be listed on passes.
- Winter Clothing Allowance The dates identifying the time frame for inclement weather are October 31 to March 31 each year. Hats gloves and scarves may be worn between these dates, and are otherwise permitted only as exception based upon verification of need or religious exemption. Additionally, during this time visitors are permitted to wear an additional sweater or jacket. During inclement weather it is likely a heavy jacket or rain coat will be necessary outside and only a sweater or lighter jacket while in the visiting room. Both are permitted.
- Authorized Visitor Clothing (Color) DOM states visitors are prohibited from wearing blue jeans, blue chambray or clothing which resembles staff or inmate attire. This is probably the most misinterpreted visiting rule. Just because clothing is blue does not make it restricted. A blue tropical print shirt and teal are examples of acceptable clothing. Chambray or lighter shade shirts/sweaters/jackets are examples of clothing which is NOT permitted. Dark blue, red, lime green, orange (RC only) and white are examples of colors worn by CDCR inmates and are permitted, not both at the same time resembles an inmate jumpsuit. Tan shirts/sweaters/jackets are acceptable unless worn with green pants. Green pants are acceptable unless worn with a tan shirt. Camouflage is not acceptable in any shade.
- Visitor Attire Visitors who are under 36" tall (normally but may not always be children) are not held to the same dress standards as adult visitors. For example, a visitor measuring 35 inches in height WOULD be permitted to visit wearing blue jeans and a blue chambray shirt. Again, the restrictions apply to those who exceed the 36" height; staff is expected to enforce rules regarding inappropriate attire using good judgment.
- Strapless or Spaghetti Strap Tops The restriction of strapless or spaghetti strap tops is listed in the DOM and the Visiting Guidelines, not the Penal Code or Title 15. If a visitor arrives wearing a tee shirt with a spaghetti strap shirt over it as a set, it is reasonable to allow the visitor in. Spaghetti strap tops that are worn alone and expose the chest area are not permitted.
- Scarf/Shawl Interpretation There are concerns that shawls are being interpreted as scarf. There is a clear difference between the two in that a scarf is a piece of fashionable material worn around the neck and a shawl is a larger garment worn around the shoulders, normally to provide warmth or for fashion. Both may be worn at the same time.
- Documents permitted in the visiting room The purpose of allowing a limited amount of documents, (ten pages are permitted per visit) is to avoid an unnecessary legal visit and allow the visitors to personally share and discuss information which support the departments' goal of family reunification. There were examples used such as: legal papers, tax returns, real estate documents, report cards,

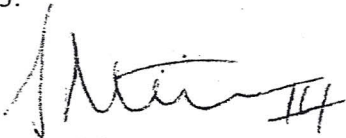
## CLARIFICATION OF VISITING ISSUES REVISED

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greeting cards and school papers. These were merely examples, unless the material is inappropriate or would breach the safety and security of the institution, shall adhere to the May 28, 2009 memorandum signed by Warden J. Haviland. Documents entering through visitor processing are not subject to lawyer/client privilege, and will be inspected and approved by a visiting supervisor to ensure the subject matter and content of documents do not compromise the safety and security of the institution.

- Minor Visitors The visiting section in DOM and Title 15 states in part "an inmate may hold his/her children or other minor children accompanied by an adult" without an age designation. This is currently under review at a statewide level; an age limit may be set in the future.
- Saving Tables/Moving Chairs Visitors are not permitted to save tables for other visitors. Chairs may not be relocated to a different table in the visiting room; staff may be contacted for an additional chair. Chairs may be turned to face each other.
- Holding Hands Per CCR, Visitors are permitted to hold hands however, the holding of hands shall only occur when the hands are **visible** to staff; for instance holding hands is not permissible under a table.
- Wedding Photographs Policy states that multiple inmates are not authorized to be in photographs. However, multiple inmates are permitted in wedding photo if the inmate(s) are in the wedding party.
- Handling of Currency by Minor Visitors Per DOM, \$50.00 per adult and \$20.00 per minor visitor is permitted. The increased amount for minors is to allow the adult visitor additional monies to spend for food during the visit. Minors are only permitted to handle money under the direct observation of an adult visitor at the vending machine ONLY.
- Vending Machine Assistance Visitors requiring vending machine assistance shall provide signed medical documentation from their medical provider noting the type of accommodation required and updated every two years. A copy of this documentation shall be retained in the inmates visiting file and noted in the visitors' electronic visiting file. When the visitor processes in, the processing staff will note on the visitors pass the accommodation required for that visitor. Each time the visitor needs accommodation with a vending machine, the visitor must notify visiting floor staff. Visiting floor staff will monitor the inmate as he retrieves the items from the vending machine. At no time are inmates permitted to handle money.
- Shower Shoes are not permitted, these shoes described as Foam or soft rubber, single layer, thong type shoe with a thin layer of plastic that straps across the foot and is anchored to the sole with three plugs located between the toe and on either side of the foot are not permitted.
- Layered clothing Staff should use good judgment when evaluating layered clothing. A two piece shirt sewn together is not considered two shirts/layered. A knitted see through cover worn over a shirt that can be worn as a separate shirt is allowed.
- Metal Detector In the event a visitor has a physical girth that will not allow them to successfully pass through the metal detector, hand wandling is appropriate. If clothing has excessive metal snaps, buttons, or zippers, the visitor will be provided the opportunity for a clothing change at the Friendship House prior to being processed into visiting. (NOTE: There is no required pace the visitor is expected to walk through, however; it is to be done in one fluid motion without stopping).

Should you have any questions or concerns, Visiting Lieutenant, A. Becerra may be reached at extension 5703.



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