



California  
Department of  
Corrections and  
Rehabilitation

OPERATIONS  
MANUAL

Chapter: 50000  
Custody/Security Operations

Subchapter: 54000  
Activities

Section: 54020  
Visiting

\* \* CALIFORNIA STATE PRISON-SOLANO

\* \* SUPPLEMENT \* \*

54020.11  
PROCESSING

Visitors must surrender identification (ID) cards to the Visiting Control Booth Officer prior to entering the visiting room. The Control Booth 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 the visit has concluded, all visitors must present their visitor's pass to the Control Booth Officer and retrieve their ID card. 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. In order to ensure this policy is adhered to, staff shall follow the below listed procedure:

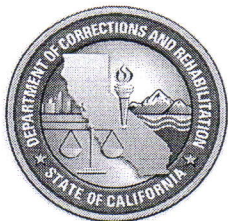
1. Normal Processing:

In the event the visitor exits the visiting room during regular visiting hours, the Control Booth Officer shall use the intercom/telephone to immediately contact the Rear Search Officer and advise them of the inmate name, CDC # and housing. The Rear Search Officer shall immediately proceed to the out-processing area, and positively identify the inmate using the inmate's ID card. After positively identifying the inmate, the Rear Search Officer shall immediately contact the Control Booth Officer and advise them that the positive identification of the inmate is completed, and authorize the release of the visitor. The Rear Search Officer may identify the inmate while they are waiting in the out-processing line, and not wait until the inmate is being processed through the rear search area. The Control Booth Officer will then positively identify the visitor via their approved ID, and release them.

2. End of Processing:

In order to ensure all inmates are positively identified and visitors are released in a timely manner, the following procedure shall be followed:

- 1) At approximately 1445 hours:
  - Visiting staff shall monitor the grill gate, releasing only five visitors at a time. The procedure listed above for processing inmates and visitors shall be followed.



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2) At 1500 hours, the end of visiting:

- All inmates and visitors will be required to remain seated.
- The Visiting Sergeant/Staff will obtain all inmate ID cards from the Rear Search area, and call the inmates to the out-processing area by building, one building at a time.
- The inmate/visitor will be allowed to walk to the grill gate and exchange a brief kiss and/or hug.
- Visiting staff shall monitor the grill gate, releasing only the visitors of those inmates called into the visiting foyer area. The inmate will immediately report to the out-processing area where he will be positively identified.
- Once the inmate is positively identified the Control Booth Officer will then positively identify the visitor via their approved ID, and release them.
- The Visiting Sergeant/Staff will monitor the out-processing line and call the next buildings inmates to ensure there is a continual line of inmates waiting to be processed; however, the line shall not consist of more than 20 inmates at one time.

3) The Visiting Sergeant shall ensure all buildings are rotated weekly to make certain all 12 buildings have the opportunity to be called first for processing.

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

When exiting 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.

*M Hardy*  
for **G. SWARTHOUT**  
Warden  
California State Prison-Solano