

# Staying In Touch

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An Unofficial Guide to Help Families and Friends of the Newly Incarcerated

ÒFamily visits help children and parentsÓ

ÒPeople who receive visits are more successful upon re-entry.Ó

ÒChildren have a right to see, touch and talk to their parents.Ó

Ò90% of the incarcerated come home someday... Who do you want them to come home to?Ó

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Compliments of C.S.P. Solano Inmate Family Council

## LIBRARY OF TERMS

Terminology varies from prison to prison and state to state. The terms here are broken into two categories: those relating to the Department of Corrections and Rehabilitation and slang words.

### FORMAL TERMS REFERRING TO PEOPLE AND PROCESSES WITHIN THE DEPARTMENT OF CORRECTIONS AND REHABILITATION

**AD-SEG** - Administrative segregation; also referred to as ‘the hole’  
**BPT/BPH** - Board of Prison Terms/Board of Prison Hearings determines if those serving life sentences are suitable for parole  
**CDCR** - The Department of Corrections and Rehabilitation  
**CDCR Number** - An identification number assigned to each inmate by CDCR  
**Citizens Complaint** - A form that a visitor may fill out to complain about an officer who is not following rules or procedures established by superiors.  
**C.O.** - Correctional Officer  
**DOM** - Department Operations Manual is the written directives for all laws pertaining to CDCR and how prisons are run.  
**EN BANC** -A panel that reviews suitability for parole.  
**115** - A disciplinary write-up against an inmate of a serious nature. It can mean added time to the sentence.  
**128** - An informational write-up against an inmate for a less serious nature. There are three classifications:  
a) Disciplinary  
b) Medical  
c) Informational  
**Points** - Upon sentencing, an inmate is given a number of points depending on the crime, educational background, marriage status, age, etc. Lower points mean lower risk inmate. The more points assigned to an inmate the more restrictions will be placed upon him/her.  
**602** - This is a form an inmate fills out to report inappropriate actions taken or not taken by staff  
**Title 15** - Rules and regulations governing CDRC; usually referred to when questions about visiting arise. Inmates are also given the Title 15 upon arrival in state prison.

### SLANG WORDS

**Blacks** - African American inmates  
**Bunky** - In a dorm setting, a bunkie is a person who is in the same set of bunks as another.  
**Canteen/Commissary** - a store where inmates buy food and supplies  
**Caught-my-case** - Where an inmate was arrested  
**Celly** - One who shares a cell with an inmate  
**Chow** - Go to eat in the cafeteria  
**Chow hall** - Cafeteria  
**Day room** - Area inside building where inmates are allowed to gather.  
**Dorm** - Housing facility containing 20+ inmates that all share common bathroom, television room etc.  
**Fish/Fish Row** - An inmate who first comes into the system or is transferred to another prison. Comes from “like a fish out of water”.  
**Fishing** - Sending messages via string during no movement times  
**Homie** - One from the same town  
**Hooch** - jail house alcohol - also known as pruno  
**Kite** - Any written message-can be from inmate to inmate or inmate to staff  
**M.A.C** - Men’s Advisory Committee meets with the Warden or Captain to discuss problems or issues  
**Medical** - medical office on prison grounds  
**Northerner** - Hispanic inmate from the northern part of California  
**Paisa** - Mexican nationalist  
**Pruno** -an illegal distilled beverage made by inmates  
**Shank** - an object made into a knife - also known as Shiv  
**Six Cubic Feet** - the amount of personal possessions an inmate may have.  
**Shot-caller** - Spokesperson for a particular gang or race  
**Southerners** - Hispanic inmates from the southern part of California  
**W.A.C.** -Women’s Advisory Committee meets with the Warden or Captain to discuss problems or issues  
**Whites** - Caucasian inmates

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## CALIFORNIA STATE PRISONS

[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

(916)445-7682

Avenal State Prison-Avenal California	Correctional Training Facility-Soledad
California Correctional Center- Susanville	Deuel Vocational Institution-Tracy
California Correctional Institution-Tehachapi	Folsom State Prison-Represa
California Institution for Men-Chino	High Desert State Prison-Susanville
California Institution for Women-Corona	Ironwood State Prison-Blythe
California Men's Colony-San Luis Obispo	Kern Valley State Prison-Delano
California Medical Facility- Vacaville	Mule Creek State Prison-Ione
California Rehabilitation Center-Norco	North Kern State Prison-Delano
California State Prison, Los Angeles County	Pelican Bay State Prison-Crescent City
California State Prison, Sacramento-Represa	Pleasant Valley State Prison-Coalinga
California State Prison, Solano, Vacaville	R.J. Donovan Correctional Facility at Rock Mountain-San Diego
California Substance Abuse Treatment Facility and State Prison, Corcoran	Salinas Valley State Prison-Soledad
Calipatria State Prison-Calipatria	San Quentin State Prison-San Quentin
Centinela State Prison-Imperial	Sierra Conservation Center-Jamestown
Central California Women's Facility Chowchilla	Valley State Prison for Women-Chowchilla
Chuckawalla Valley State Prison, Blythe	Wasco State Prison-Wasco
Corcoran State Prison- Corcoran	

## OTHER RESOURCES

### TIPS

Taxpayers for Improving Public Safety.  
[www.ForPublicSafety.com](http://www.ForPublicSafety.com)

Union for Inmates, families and supporters. Lobbies on behalf of prison reform.

Outreach for victims of violent crime.  
[www.victimsfoundation.org](http://www.victimsfoundation.org)

### OFFICE OF THE OMBUDSMAN

[www.corr.ca.gov/News/OOContact.html](http://www.corr.ca.gov/News/OOContact.html)

Each prison is assigned an ombudsman to help inmates and families when other channels within the prison are not effective.

### FRIENDS OUTSIDE

[www.friendsoutside.org](http://www.friendsoutside.org)

On prison grounds, usually a portable building where proper clothing for a visit may be borrowed if necessary.

### GRANDMOTHERS OF THE LIGHT

[www.grandmothersofthelight.org](http://www.grandmothersofthelight.org)

Keeping families connected with services to inmates, their children and extended family members.

### YOUR STATE SENATOR or ASSEMBLYMAN

[www.leginfo.ca.gov/yourleg.html](http://www.leginfo.ca.gov/yourleg.html)

## Dear California Taxpayer:

Whether you are an offender, a victim, or a family member of either, you probably have a lot of questions about what to expect in dealing with California's prison system. This packet was created to provide you with direct answers, and provide additional resources to help you better understand and navigate 'The System.'

Before you begin, here is some brief information to give you a big picture of understanding as to what we face as taxpayers. The budget for our state's prison system increases by between \$400 million and \$900 million each year<sup>1</sup>. Since we have only so many tax dollars to spread around, other public programs – like schools, roads, and healthcare – must compete against the prison system for funding.

California has one of the highest rates of incarceration in the country per every 100,000 people in the state's population. 79% of inmates, or nearly 4 in every 5, fail to complete their parole and are usually returned to 'the system' because they are unprepared to succeed in our society.<sup>2</sup>

Despite these enormous cost increases and obvious failures, very little is spent on preparing offenders to rehabilitate while we have them, and to succeed once they are released.

- ❑ Drug treatment (when available) is given only at the end of a prison sentence, yet more than 80% of our inmate population is serving time for an offense related to substance abuse.
- ❑ The average inmate has a 7th grade education, however educational courses are offered only to 3% of the inmate population and classes are frequently cancelled (though still fully funded).
- ❑ Only 10% of our inmates are enrolled in a vocational program to provide them with employable skills to use once they are released.<sup>3</sup>

All of this comes after nearly 40 years of "lock 'em up and throw away the key" laws which increased sentences and made more activities into criminal offenses.

As you can see, it is time to look at how our prison system functions, and what return we are getting on that costly investment. It is time we look beyond Democrat and Republican ideals to finally look at what works, in a bipartisan effort, and to deliver real public safety for all Californians.

To achieve this goal, TIPS was formed by concerned taxpayers, and we hope to have you partner with us to fix California's prison system, and truly improve public safety.

For more information, please visit us online at [www.ForPublicSafety.com](http://www.ForPublicSafety.com) , or call 916-447-6937.

## ENDNOTES

1. California State Legislature, Annual Budget Act, 2001-02, 2002-03, 2003-04, 2004-05
2. Legislative Analyst's Office, Analysis of California's Parole System. March, 2003.
3. California Department of Corrections, CDC Facts, 2003-2004
4. California State Legislature, Annual Budget Act, 2003-04, 2004-05
5. James Q. Wilson, "Crime and Public Policy" Crime ICS Press, Oakland, California 1995, page 489-507

## Introduction

This booklet has been prepared for you! As the family and friends of a newly convicted person, you will most likely need help finding your way around a very bureaucratic system. For those of us who have become somewhat familiar with the system, we are still searching for answers in many areas. We would like to share with you what we have learned in order to save you time, frustration and tears.

Be assured you are not alone in this process. Right now, most likely, you are overwhelmed by the system and what has just happened to you and your loved one. There are tens of thousands of us who have been through the process and are willing to reach out and give you a hand. All you have to do is ask. Never be afraid to ask for help from those of us who have paved the way before you and are still searching.

So how do you stay in touch with your loved one? What are the visiting rules and regulations? What can you send in the mail? All those questions and many more will be answered on the following pages.

This booklet contains general guidelines. One of the first things you will learn is that change is the order of the day. What happens and is permitted in one prison on any given day will not be the same at another. Also, what may have been the procedure on one day in the institution where your loved one is housed may change the next time you visit. However, the guidelines and information here will give you a place to start on this journey.

**Understand that this is not an official document from the Department of Corrections and Rehabilitation. This booklet has been prepared for you by people who have no affiliations with CDCR or any prison official or employee.**

## Inmate Locator/Identification Unit

To locate an offender within the jurisdiction of the California Department of Corrections and Rehabilitation you can call the Identification Unit at (916) 445-6713. You must provide the full name and the month, day and year of birth of the inmate or their CDC identification number for your inquiry. This unit can only provide you with the current location and CDC identification number for the offender. The Identification Unit does not have, and will not provide, any future release date information. This service is available only Monday through Friday from 8:00 a.m. to 4:45 p.m. excluding state holidays.

Please note that information for offenders recently admitted into or transferred between state prisons may not be available for up to seven (7) business days.

## RECEPTION CENTERS

Shortly after final sentencing, an inmate will be transported to a Reception Center where the inmate is evaluated. Testing is done in psychological, medical, educational and other areas. Upon completion of all testing, interviews, etc, the inmate will be transferred to a prison deemed appropriate for him/her. This process takes anywhere from 5 to 90 days.

Inmates are classified at the Reception Center. They receive points, and based on those points, they will be placed in what is determined as the appropriate state prison. The higher the points are, the higher the level of prison security.

During the time at the Reception Center, inmates may be able to have non-contact visits. Always call the institution first to verify if visiting will be permitted for a particular inmate. Inmates may not leave testing periods for visiting. Reception Centers have a higher incident of lockdowns.

Phone calls during these weeks are not permitted. You will keep in touch with your inmate via mail and possibly visits depending on schedules. He/she will be issued paper, envelopes and stamps if they are deemed indigent.

An inmate will not know when he/she will be leaving the reception center due to security concerns. Upon arrival at a non reception prison, the inmate will eventually be able to call family and friends collect. It is common upon entering a new facility to be held in "fish row" for up to 14 days where no phone calls will be allowed. Once placed in the mainline of the prison, inmates will be able to make phone calls. Each prison has its own rules and schedules for phone use.

## PHONE CALLS FROM CALIFORNIA PRISONS

Phone calls from California prisons are always collect. At the present time, Global Tel Link (GTL) has the contract with the state to provide this service. Contracts are subject to change.

You do NOT have to switch to GTL as your local telephone service provider to receive these calls. You can contact GTL to set up an account. Some families choose not to use GTL and have made arrangements through their local provider. This usually costs more.

**Internet contact** [www.gtl.us/](http://www.gtl.us/)  
**Customer Service Number 1 800 231 0193**

## HOW DOES AN INMATE MAKE A CALL

Each prison has its own way of handling phone calls. Many have sign-up sheets in the building. Some prisons limit the number of calls an inmate is able make each week or month due to the lack of phones available.

Once you have established your account, the calls should go smoothly. If you no longer wish to receive the calls, you can have a block placed on your phone by contacting the above number.

Each prison has specific phone hours when an inmate can call. The phones are turned on in the morning and off at night. Phones are usually turned off during lockdowns.

No inmate should be using a cell phone to make calls. Cell phones are not permitted and are considered to be a very serious infraction.

## MEDICAL INFORMATION

### Medical Release Form

### Authorization for Release of Health Care Record

Have the inmate fill out a Medical Release of Information Form. Without this form being filled out by the inmate and placed in his/her Medical Records, you, as a family member or friend will not be able to converse with or receive information from any medical staff about the inmate's medical issues. The inmate must keep one copy of the form, mail a copy to you and have the form placed in his/her medical records. On occasion an inmate is taken to an outside hospital that will not have a copy of this form. You may be asked to fax your copy before they will speak to you about the inmate's medical condition.

When an inmate has a medical issue, he/she should be seen by the local medical staff. If the inmate feels he/she is not getting adequate services, you the family/friends may need to get involved. An inmate who is denied adequate health care must complete a 602-(see glossary of terms). The family member can call the Chief Medical Officer of the prison.

If that does not get the help needed, the family member/friends can call the Ombudsman for that prison and explain the medical problem. If, again, it is felt more medical intervention is needed and is not forthcoming, the designated family/friends can request intervention with the Federal Receiver.

One of the most important things you, the family and friends, can do is keep an in-depth log of all contacts concerning the issue. Often this is asked for as proof that the inmate has sought medical help.

## Health Care Services Division for Medical Intervention

In early 2006, the California Prisons went into Medical Receivership with the Federal Government. For further information regarding the receivership, see [www.cphcs.ca.gov](http://www.cphcs.ca.gov).

### CDCR Healthcare hotline number (916)-324-1403

California Department of Corrections

<http://www.corr.ca.gov/HealthCareDiv/default.asp>

### Health Care Services Division

P.O. Box 942883

Sacramento, CA 94283-0001

(916) 322-8592; fax (916) 327-0660

### Head of all Medical

916-327-0033 Sacramento, CA

Regional Office of Prisons (located in Bakersfield)  
Chris Chromes 661-863-6700 (Subject to change)

## RESTITUTION

*Restitution is defined as “paying back”.*

Restitution is part of the sentence ordered by the court. It is read out loud in court along with the terms of confinement. The court is required by law to order restitution in every criminal case and this requirement may be imposed. The financial status of the convicted does not enter into consideration.

The purpose of restitution is to help victims with expenses after the hardship caused by the inmate(s).

Restitution Fines:

The amount assigned can range from \$200 to \$10,000. The trial judge decides the amount determined by the gravity of the case.

The California Department of Corrections and Rehabilitation collects the money and the Victims Compensation Fund assures that victims receive it. Depending when convicted in the past, some inmates may not have restitution or may have already paid it in full.

## HOW IS RESTITUTION COLLECTED?

Restitution is collected from any monies an inmate earns or receives from the outside. As of January 2007, a total of 55% is taken from the inmate's earnings and gifts to be applied toward restitution. Fifty percent goes into the restitution fund and 5% is charged for CDCR administrative fees. If, for example, a family member were to send \$100 to the inmate, \$45.00 would appear in his/her account and the remaining would go toward restitution/administrative fees.

Inmates cannot transfer to other states if there is restitution outstanding.

Parole does not exempt the inmate from fulfilling the restitution fine. Once off parole, the convicted must continue to pay off the restitution.

An offender wishing to transfer to another state to complete parole must pay the restitution fine before being allowed to transfer.

## PAYING OFF RESTITUTION

Restitution can be paid in several ways. Restitution is automatically deducted from any monies given to or earned by the inmate. Family or friends are permitted to pay any restitution through JPAY if they know the case number. A family or friend may call the trust office of the prison to get further details and amounts in order to pay the restitution. Money orders, not checks, should be used.

## VISITING GUIDELINES

*What You Need to Know Before Visiting a State Prison*

Inmates are not permitted to visit during hours of work, training, vocational and /or academic education.

### How to Get Approved to Visit

The incarcerated person must mail you the visiting request form (Form 106) which can be obtained from the Counselor of the prison. These forms are generally found in the housing buildings also. They are easy for the inmate to obtain.

Complete the form and mail it. The form is usually sent to the prison address with the envelope marked: Attn: Visiting.

The approval process can take from three weeks to two months. If you have been convicted of a felony, this may prevent you from being approved to visit.

Once you're approved, the incarcerated person will be notified and then he/she must mail you the approval form and information about visiting rules.

Be sure to bring this form the first time you visit. Pay close attention to the visiting information. You may not be permitted to visit if you do not follow the rules. Each prison has a website that you can link to through California Department of Corrections and Rehabilitation. Most prisons also have a telephone recording that addresses visiting procedures. **Visiting days and hours may vary for each prison. The general information phone number is 800-374-8474.**

## CLOTHING

While visiting guidelines are supposed to be the same for every prison, they are **NOT**. However, the general clothing guidelines listed here should give you enough information so that you will not be turned away from visiting. Most prisons have a place where you can change or borrow clothes to meet the individual prison requirements. If you know someone who visits that prison, it is always a good idea to ask them what the dress policy is. You can call ahead of time and listen to the pre-recorded visiting message which may include clothing regulations for that institution.

## NO

- No blue denim or chambray clothing, nothing that could resemble inmate clothing;
- Plain white t-shirts as outer wear;
- No under wire garments;
- Strapless garments, halter, midriff, tank tops (male or female) sheer or transparent clothing;
- Leg warmers;
- Clothing that exposes the breast/chest area, genitalia or buttocks;
- Dresses, skirts, pants and shorts exposing more than two inches above the knee, including slits;
- Clothing or accessories displaying obscene or offensive language or drawings;
- Clothing that resemble officers' wear, forest green pants or tan shirts;
- Warm-up or sweat suits, jogging suits, lycra or spandex clothing. Some prisons will allow sweat suits that are not gray; however, on your first visit stay away from this type of clothing until you can clarify the guidelines for that institution;
- Camouflage type clothing or Army fatigues;
- Wigs, hairpieces, weaves, extensions or any other headpiece worn as personal adornment (except for medical reasons, with prior approval);
- Skin-tight or form fitting clothing;
- Some institutions will not permit shoes without heel straps;
- Yellow outer-wear during the rainy season.

## WHAT YOU CAN BRING

When visiting, you are permitted to bring:

- \$50.00 per adult and \$20.00 per minor in \$1 bills or quarters. (Some prisons allow money to be only in quarters.);
- Clear plastic baggie or purse no larger than 6" x 8" with no handles. Inmates and children are not allowed to handle money;
- Ten loose photographs, no larger than 5" x 7". These photos are to view only and are not to be left with the inmate. No Polaroid pictures. Photos may not be of any indecent nature. There cannot be any writing anywhere on the photo;
- Two keys on a ring with no other attachments and no alarms or electronic chips;
- A valid personal identification card (see below);
- One handkerchief;
- Comb or brush (plastic);
- Tissue pack, unopened.
- Documents

## ACCEPTABLE IDENTIFICATION

Visitors eighteen years or older must bring one of the listed current and valid identifications with a photo:

- Valid Driver's license with photo;
- Valid state identification card with photo;
- Department of Justice Identification card with photo;
- Passport with photo and current visa;
- Military Identification card with photo;
- Photo identification card issued by the Department of Immigration and Naturalization Service. (*Very limited use allowed*)

## UPON YOUR ARRIVAL

The visitor must be processed by the institution. This will include:

- Getting a pass
- Removal of shoes;
- Walking through a metal detector. If you have a metal implant and cannot clear the detector you **MUST** have a current doctor's note on letterhead stationery;
- Clothing check which includes checking of pockets, colors, appropriateness;
- Removal of unacceptable items;
- If you are unable to pass through the metal detector, you may be sent from the visiting processing area. You will need to change whatever the detected problem was and may need to reprocess.

## RULES WHILE VISITING

- You may briefly kiss the person you are visiting-when you enter and when you leave;
- You may hold hands during the visit;
- No food from the outside may be brought in and no food from the visiting room may be taken out when you or the inmate leaves;
- No chewing gum;
- Five visitors maximum per inmate which includes infants and children.

## LENGTH OF VISIT

The length of the visit varies from 2 hours to 8 hours depending on the institution's visiting schedule and on the overcrowding of the institution. Your visit will be terminated early if there are many visitors waiting to visit. The exception to this is if you have not visited in 6 months and travel from over 250 miles.

## QUARTERLY PACKAGES

Once a quarter, inmates who have an A/B status may receive a package. The package must be ordered from an approved vendor. The total weight, including the box, must not exceed 30 pounds. New vendors may be added by the Department of Corrections and Rehabilitation at any time and established vendors may no longer be available at any time. This is by no means a finalized list and is subject to change. **Some of the approved vendors are listed below**

Books that are softbound may be ordered from any book vendor and sent to the prison. Be sure the company has the complete address for the inmate including the inmate CDCR number and housing unit. Check with the inmate to ensure that you completely understand the ordering of items.

### Access Securepak

P. O. Box 50028  
Sparks, NV 89435-0028

### Mikes Better Shoes

1252 Berlin-Haddonfield Road  
Voorhees, NJ 08043  
(800) 431-1911  
[www.mikesbettershoes.com](http://www.mikesbettershoes.com)

### MGM Packages

P.O. Box 304  
Chico, CA 95327  
(530) 566-9878  
[www.mgmpackages.com](http://www.mgmpackages.com)

### Music by Mail

129 31st Street  
Brooklyn, NY 11232  
(718) 369-6982

### Packages R Us

2648 East Workman Ave. #424  
West Covina, CA 91791  
Ph: (866) 303-7787  
[www.packagesrus.com](http://www.packagesrus.com)

### Security Packaging

PO. Box 1420  
Paradise, CA 95967  
Ph: (800) 891-1351

### Union Supply Direct

P.O. Box 7006  
Rancho Dominguez, CA 90220-7006  
Ph: (866) 404-8989  
[www.CaliforniaInmatePackage.com](http://www.CaliforniaInmatePackage.com)

### U.S. Care Packages/Jpay

P.O. Box 260996  
Encino, CA 91426-0996  
Ph: (800) 574-5729  
[www.jpays.com](http://www.jpays.com)

### The Vitamin Outlet

**Fitness Systems Mfg. Corp.**  
P.O. Box 2073  
Sinking Spring, PA 19608  
(800) 822-9995

### Walkenhorst's

1774 Industrial Way  
Napa CA 94558  
(800) 660-9255  
<https://walkenhorsts.com>

## SENDING MONEY TO AN INMATE

All inmates have a right to have money placed in their trust funds from legal, accountable sources.

Why does an inmate want or need money? Inmates have access to a “store” where they are able to purchase food and other items. While they have no access to cash, they can order from the store and the amount spent is deducted from their trust account. If an inmate has sufficient funds, he/she may go to the “store” once a month scheduled by the last two digits of their CDCR number.

Some institutions have food sales where local and franchise vendors’ food items are sold. Inmates can order and the cost of their order will be deducted from their trust account.

You may send money orders to an inmate. Many institutions have separate P.O. Box numbers for money orders to speed up the process of getting money on the inmate’s account. You may send a personal check, but the check must clear before money is posted to the inmates account. This is a slower method.

Be sure the inmate’s name and CDCR number are written on the money order. Your name and address must also be included. Money orders arriving with no information from the sender will not be posted to the account.

**Do NOT send cash in the mail. It will not be accepted.**

You may also send money through JPAY or Western Union. While these are fast ways of getting money to the inmate’s account, there is a fee involved.

JPAY accepts debit card, credit card and cash payments. Contact them by email: **Support@jpay.com 1 800-574 5729.**

Western Union is found in many places. Local phone books will give you plenty of choices for locations.

Inmates receive documentation of their trust account quarterly so they can see what has been spent and remaining balances. It also shows the amount of restitution remaining. Fifty percent of monies sent in or earned are earmarked for restitution and 5% goes to administrative costs of processing the money orders.

## HOLIDAY VISITS

There are 5 holidays that all institutions allow for special visiting days:

- New Year’s Day ;
- Independence Day;
- Labor Day;
- Thanksgiving; and
- Christmas.

## FAMILY VISITS

Depending on the crime, members of the incarcerated person’s immediate family (spouse, child, parent, and sibling) may be able to obtain permission to have a 48-72 hour visit with the incarcerated person. These visits can be scheduled every quarter.

To do this:

- You must be an approved visitor;
- The inmate must apply to their Correctional Counselor for a family visit;
- Once approved, schedule the date with the incarcerated person and the institution.

## MINOR VISITORS

Children 17 and under shall:

- Be accompanied by an adult who is also approved to visit unless prior approval has been obtained from the institution head for an inmate to visit with his or her un-chaperoned minor children or siblings;
- Be a member of the inmates immediate family (inmate’s children, legal stepchildren, grandchildren, natural, step or foster brother or sister);
- Present a certified record of birth (official birth certificate);
- Have notarized written consent from a person with legal custody of the minor, authorizing the child to visit while accompanied by a designated adult, if the accompanying adult is not the parent or legal guardian of the minor.

Exceptions:

- 1) An emancipated minor shall apply to visit the inmate as an adult visitor, and shall provide a certified copy of the court order granting emancipation;
- 2) A minor legal spouse of an inmate may apply to visit the inmate as an adult visitor with a certified copy of their marriage license.

## VISITING RESTRICTIONS WITH CHILDREN

Visiting with minors shall be prohibited for any inmate sentenced to prison for violating Penal Code Section(s) 261, 264, 266c, 273d, 285, 286, 288, 288a, 288.5 or 289 unless specifically authorized by a Juvenile Court. Pursuant to Welfare and Institutions Code section 362.6 inmates may be prohibited from having contact or non-contact visits where substantial evidence (e.g., court transcripts, police or probation officer reports or parole revocation hearing findings describing the misconduct) of the misconduct described in section 3177(B)(1) exists, with or without a criminal conviction.

## DRESS CODE FOR MINORS

In most institutions, children less than 40 inches are exempt from denim wear, tights, and exercise clothing. Otherwise, they are to follow the same rules set for adults. Check with the individual institution as this rule may vary.

## WHAT WILL HAPPEN WHEN CHILDREN ARRIVE

Children will be processed as adults are. This includes clothing checks, removal of shoes, going through metal detector, etc.

## **RULES WHILE VISITING WITH CHILDREN**

- 1) An inmate may hold his or her minor children;
- 2) Inmates may also hold minor children accompanied by an adult;
- 3) Children over the age of 10 may not sit on the lap of the inmate;
- 4) Accompanying adults shall ensure that minors remain under their constant control and supervision;
- 5) Children may not handle money or use vending machines or microwaves;
- 6) Nursing mothers shall be discreet and covered when breast-feeding their child in the visiting area. Failure to do so shall result in termination of visiting for the day or longer.

## **BABY CARE**

The following items will be allowed in visiting:

- One baby feeding spoon (plastic);
- Six disposable diapers, per baby;
- Three jars of factory sealed baby food, per baby;
- Two plastic baby bottles. Formula, milk or juice, per baby in a packaged sealed container;
- One change of clothes per baby;
- One single-layered baby blanket, per baby;
- Two small noiseless toys, not resembling a weapon and easily searchable, per child;
- Baby Carrier, no metal parts;
- One transparent pacifier;
- Factory sealed unopened baby wipes;
- Clear plastic diaper bag no larger than 12" x 20";
- One single layer burp cloth;
- Other rules are decided by each institution. Check with the institution prior to visiting.

## **THE FOLLOWING ITEMS WILL NOT BE PERMITTED IN VISITING**

- No battery operated toys;
- No stuffed toys;
- No baby powder or lotion;
- No toys with metal parts.

## **DESIGNATED AREAS**

Some visiting rooms have a designated area for children to watch videos or play games. Remember, these areas are not available in every visiting room and you should be prepared for your child to be at a table with you or seated on individual chairs. Friends Outside may offer limited child care; however, not all institutions have this program available.

## **PREPARING A CHILD FOR A VISIT TO PRISON**

You can help make the visit less stressful by letting the child know what the visit will be like. Such as:

- What the facility looks like;
- What the correctional officers look like, why they are there and what the process is;
- What the inmate will be wearing and what the inmate will be allowed to do during the visit;
- What the inmate looks like now if the inmate's appearance has changed;
- What a search is, why it is done and how it will be done;
- Rules for going to the restroom and eating.

## **LOCKDOWNS**

A lockdown is when the warden or designee shuts down the entire prison or a portion of the prison. This may be the result of violence, potential violence or contagious diseases such as T.B. or chicken pox.

During a lockdown there may be no program, or there may be a modified program. No program means the inmates are confined to their cells/dorms with no telephone or yard privileges

A modified program means a portion of the regular program is still in effect. Inmates may be able to eat in the chow hall or be able to make phone calls. During a lockdown, mail is still collected and delivered to inmates

## **MAIL REGULATIONS**

Mail regulations are only somewhat standard throughout the prison system. While the DOM (*Department's Operational Manual*) specifies what can be mailed in, you will find differences in every prison.

Generally - First Class Mail can have the following items enclosed including but not limited to:

- Photos with the exception of photos with attached backing, framed photos that cannot be searched, Polaroid's, negatives and slides. 10 photos at a time. Nothing written on the photo;
- A calendar;
- Blank greeting cards (no 3 dimensional cards allowed);
- Postage embossed envelopes, up to forty;
- Blank envelopes (best not to send in more than 20 in an envelope);
- Writing paper/tablets(white or yellow lined only-no cotton paper);
- Typing paper-no cotton paper;
- Legal paper, to include colored paper required by court rules-no cotton paper;
- Children's drawings;
- Newspaper clippings, internet downloaded articles, photocopies of clippings/articles or electronic mail. Prior to issuance they shall be reviewed to ensure that they comply with sections 3006 and 3135 of the DOM;
- Forty postage stamps. If there is a rate change, then forty stamps at the old rate and 40 stamps at the amount needed to equal the new rate. No personalized postage stamps will be allowed.