

5-29/000.00 Inmate Visiting Plan

PURPOSE OF ORDER

The purpose for this order is to establish procedures for inmate visiting at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

The California Code of Regulations (*CCR*), *Title 15, section 1068, "Access to the Courts and Counsel,"* requires Type II facilities to implement written procedures to provide opportunities for inmates to have access to the court and legal counsel, access to confidential consultation with attorneys, and mail. The booking process at IRC typically does not surpass ninety-six (96) hours and it involves inmates cycling through multiple stages of classification and medical screening prior to their assignment at a permanent housing facility. For this reason, a visiting center is not maintained at IRC.

As required by Custody Division Manual (*CDM*) *sections 5-10/010.00, "Inmate Visiting," and 5-10/030.00, "Attorney Room Visits and Regulations,"* inmates shall be allowed to receive visits while in a custody facility. Inmates shall be given reasonable access to legal and professional representation, at the request of the inmate or any relative of the inmate, pursuant to California Penal Code, *section 825(b)*. Inmates shall also be given reasonable access to appear before a magistrate or an extension of time, pursuant to Penal Code, *section 825(a)(1)*.

Upon arrest, booking or detention for more than two hours of a known or suspected foreign national, custody personnel shall advise the foreign national that they have a right to communicate with an official from the consulate of their country pursuant to Penal Code, *section 834c(a)(1)*. Mandatory notification is required to countries outlined in the Penal Code, *section 834c(d)*, regardless of the request of the foreign national. They shall also be allowed to communicate, correspond with, and be visited by, a consular officer of their country, according to the Penal Code, *section 834c(a)(3)*.

For further information, refer to the CCR Title 15 section, CDM policies, and Penal Code sections listed above.

With the approval of the watch commander and Correctional Health Services (CHS) staff, inmates processing through IRC shall be given the right to receive a visit if summoned by an attorney, bail bondsmen, notary, clergyman, friend, or family member.

VISITING PROCEDURE

When an inmate is summoned for a visit while processing through IRC, the floor sergeant shall be notified. They shall ensure the inmate is medically cleared to attend the visit prior to designating an escort. The inmate shall be escorted to module 232, located at Twin Towers Correctional Facility (TTCF), and shall be monitored by custody staff from IRC during the visit. At the end of the visit, the inmate shall be escorted back to their assigned location at IRC. All visits shall be conducted during regular visiting hours and schedules as maintained by TTCF Visiting Center, at the watch commander's discretion.

Custody personnel shall ensure the inmate visit information is logged into the electronic Uniform Daily Activity Log (e-UDAL).

If the inmate is unable to attend the visit while processing through IRC due to medical concerns or because they pose a potential safety risk to custody personnel, the IRC watch commander or their designee shall contact the TTCF watch commander and inform them that the inmate is unable to attend the visit, and provide the reason. The IRC watch commander shall make an entry in the Watch Commander's Log, and custody personnel shall document an entry in their respective area's e-UDAL.
