

CITY OF DELANO  
DELANO COMMUNITY CORRECTIONAL FACILITY

**Visiting**

The DCCF's Visiting Program is intended as an avenue to develop and maintain healthy family and community relationships. We hope that your visiting experience with DCCF is enjoyable.

Visiting in DCCF must be conducted in as accommodating a manner as possible in keeping with the need to maintain order, the safety of persons, the security of the facility, and the requirements of prison activities, and operations. It is a privilege for inmates to have personal visits while confined at DCCF. Inmates are aware that failure to comply with the established regulations and policies by either their visitors and/or the inmate may result in warning, termination, suspension or revocation of visiting privileges. These rules may appear restrictive, but they are intended to ensure the continued safety and security of the institution, staff, visitors, and inmates.

The Delano Community Correctional Facility's Policy and Procedure governing inmate visiting has been established for the administration and operation of the visiting program.

We hope you will assist us in making DCCF's visiting experience a pleasant one for you, your family, friends, and the person you are visiting.

**Normal Visiting Schedule**

Saturdays & Sundays:            7:30 a.m. – 3:15 p.m.

Inmates may visit only during non-work/training hours except as provided in CCR Section 3045.2.

**Holiday Visiting Days (hours are the same as above)**

The Department recognizes five major holidays that may or may not be on a regularly scheduled visiting day. The designated visiting holidays are:

- 1) New Year's Day
- 2) Independence Day
- 3) Labor Day
- 4) Thanksgiving Day
- 5) Christmas Day

## **IMPORTANT INFORMATION FOR ALL VISITORS**

Visitors entering DCCF are subject to a search of their person, vehicle and property to the degree necessary to ensure facility security, and prevent the introduction of contraband. Visitors may leave the institution grounds rather than submit to search of their person, vehicle or property. However, refusal to submit to the search will result in the denial of visitation for that day. Visitors may not elect to leave the institution grounds rather than submit to a search when institution officials possess a court-ordered search warrant or the cause for a search warrant arises while the visitor is on institution grounds.

All visitors should be aware that DCCF is prohibited from recognizing hostages for bargaining to effect an escape by inmates or for any other reason(s). All visitors should be aware that DCCF does not negotiate for release of hostages to effect an escape or for any other reason[s]. To protect visitors, especially children, from being injured, visitors are cautioned to stay away from the perimeter fence line.

### **It a crime to:**

- Assist an inmate to escape.
- Bring onto the grounds any weapon, firearm, ammunition, explosive device, tear gas, pepper spray, alcohol or controlled substance, cameras and/or recording devices or any tobacco related contraband/paraphernalia, such as cigarettes, cigars, lighters, etc. Take letters and/or written documents to or from an inmate. Falsely identify yourself to gain admission to the institution.
- Enter without the permission of the Chief of Corrections if you have previously been convicted of a felony.
- Improperly dispose of prescription drugs and/or medical supplies.

## **TYPE OF VISITS**

The following describes the type of visit and its limitations. If the number of visitors on a particular day is especially high, visits may be terminated to allow all visitors the opportunity to use the visiting facilities.

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### **Contact Visits**

Contact Visits mean that visitors may visit with the inmate in the visiting room. The number of visitors is limited to no more than five visitors per inmate, including children. No time limit is

imposed on contact visits except when the visiting room reaches capacity; visits may be terminated to make room for other visitors as they arrive. The “first in, first out” rule is applied in this case.

### **Application Process:**

The inmate shall send family members and friends an application (CDC Form 106) to visit. All adult visitors must complete the application and return it to DCCF by mail. The Visiting staff must approve the application before the family member and/or friend may visit. This should take approximately 30 working days. The CDC Form 106 must be filled out completely and accurately. Failure to provide all requested information might result in the request being either denied or delayed.

### **Adult Visitors:**

The inmate will let each visitor know they are approved or denied. If approved, a visitor may be required to update the application after 12 months.

### **Children:**

Minors are only allowed to visit when they are accompanied by an approved adult visitor such as a parent, a court appointed legal guardian, or they have written, notarized permission to visit from the child’s parent or legal guardian and a certified birth certificate or embossed abstract of birth. Notarized letters must have the notary stamp on the original document; it must not be stapled or attached as an amendment and must be updated each calendar year. Child victims are not allowed to visit any inmate convicted of sexual and/or physical abuse offense against the minor. To protect the minor, the adult visitor must provide identification for each child visitor to verify the child is not the victim.

### **Attorneys/Legal Representatives:**

An attorney of record or legal representative must make an appointment to interview an inmate. The attorney visit will be scheduled through the CDC staff’s office.

### **Persons on Active Parole:**

It is a felony for a former inmate to be on the grounds of any prison for any reason without prior written approval from the Chief of Corrections of our facility. Parolees must have prior written approval from their Parole Supervisor and the Chief of Corrections at DCCF, prior to coming on institutional grounds. Persons discharged from parole must provide proof of discharge along with the Chief of Corrections’ written permission to visit.

### **Acceptable Identification:**

- \* A valid state driver’s license with picture (not laminated).
- \* A valid state Department of Motor Vehicles Identification Card with picture (not laminated).

- \* A valid Armed Forces Identification Card.
- \* Identification Card issued by the United States Department of Justice Immigration and Naturalization Services.
- \* Valid Federal Passport with picture.

**Visitor Attire:**

It is recommended that visitors dress conservatively and with the following guidelines in mind. Inappropriate attire will be reason to deny a visit. Any alteration to clothing once a visitor is inside the visiting area will be grounds for terminating the visit.

**Prohibited Attire:**

- \* Clothing which, in any combination of shades or types of material/fabric, resembles California State-issued inmate clothing, blue denim or light to medium blue shirts, blue denim pants, and lime green jumpsuits.
- \* Law enforcement or military-type forest green or camouflage patterned articles or clothing, including rain gear.
- \* Clothing that exposes the breast/chest area, genital area, or buttocks.
- \* Dresses, skirts, pants, and shorts exposing more than three inches above the knee, including slits.
- \* Sheer or transparent garments.
- \* Strapless or “spaghetti” straps.
- \* Clothing exposing the midriff area.
- \* Clothing or accessories displaying obscene or offensive language or drawings and/or gang affiliation.

**Allowable items:**

Visitors will be allowed to bring only the following items into the Visiting Room:

- \* Valid photo identification (Mandatory).
- \* Baby care items: One (1) baby bottle (plastic preferred) filled with milk or formula, juice or water; two (2) jars of baby food, unopened; one (1) clear pacifier; one (1) small baby blanket (single layer material only). NO quilted blankets, baby carriers, toys or books allowed.
- \* Two (2) car keys: one (1) ignition and one (1) trunk key on a plain key ring with no attachments.
- \* One (1) small (5” x 8”) maximum, clear coin purse.
- \* \$20.00 in (1) dollar bills or coin for use in the vending machines.

- \* One (1) prescription sunglasses (reading, driving or sunglasses). No carrying cases are allowed. Non-prescription sunglasses are not allowed unless the visitors provide written documentation from their optometrist stating a reason for the visitor to wear non-prescription glasses.
- \* Personal jewelry is allowed. No type of lockets that have compartments will be allowed.
- \* Prescribed medications: Only the amount necessary during visiting. All medications must be left with the Visiting Desk Officer. Non-prescription medicine is not permitted.

**Prohibited Items:**

- \* Purses
- \* Food. All refreshments are to be purchased from the vending machines located in the visiting room.
- \* Chewing Gum
- \* Cameras
- \* Pagers
- \* Cell Phones
- \* All tobacco products
- \* Cigarette lighters
- \* Writing Materials or Books. (Unless approved prior to entering the Visiting Room).
- \* Any other items so designated by the Chief of Corrections).

**Search Requirements:**

All visitors must successfully pass through a metal detector to enter the visiting area. Any items that may set off the metal detector (e.g., hairclips, hairpins, jewelry, belts, belt buckles, suspenders, shoes, etc.), should be removed before attempting to pass through the metal detector. If the visitor cannot successfully pass through the metal detector, the visitor is subject to delay or denial of visit.

Visitors who have implants or prosthetic devices must bring a notarized statement from their physician (on letterhead) detailing the implant or device and its specific location in the body. Visitors with implanted or prosthetic devices, wheelchairs, or other medical devices may contact the Visiting Officer for information and/or special instructions.

**Special Circumstance Visits**

In general, inmates who have work assignments are allowed to visit only during their non-work hours. In some cases, however, an inmate may be approved to visit during his work hours for extraordinary circumstances. These special circumstances include:

**Excessive Distance:** When a visitor must travel a distance of 250 miles or more and has not visited the inmate within the past 30 days. No more than one day is permitted for such a visit.

**Disabled:** When a visitor is disabled (as defined by California law) and must rely on special transportation to the institution, approval is required five working days prior to the visit.

**Family Emergency:** When death, serious illness or injury occurs to an inmate's immediate family member, clergy person(s), family member or close friends may visit the inmate to offer condolences or to inform the inmate of the occurrence. The emergency must be verified prior to the approval of the "Emergency Visit".

**Infrequent Visits:** When an inmate normally receives infrequent visits and a visitor unexpectedly arrives, a visit may be granted. "Infrequent visit" is defined as not more than one visitor every six months.

**Close Custody Counts:** Inmates who due to either the length of their sentence or aberrant behavior are given the Close Custody level. All close custody inmates will remain in plain view of the visiting floor officer. Times at each institution or facility may vary; please contact the specific institution that you visit for specific Close Custody count hours.

### **Visiting Room Procedures:**

Each visitor and inmate is responsible for his or her own conduct while visiting. Violation of the rules and regulations may result in termination, restriction, suspension, or denial of visits. Additionally, disciplinary charges may be filed against the inmate. An inmate and his visitor(s) are allowed to embrace and kiss at the beginning and end of their visit. Holding hands on top of the table in plain view is permitted, with no other physical contact. Excessive contact, (kissing, massaging, stroking, and sitting with legs intertwined or sitting on laps) could result in termination of the visit. Inmates cannot receive any items, gifts, money, jewelry, or documents during a visit. However, the adult visitor may ask for a pencil and notebook paper as needed. Children are to remain under the direct supervision and control of the visiting parent or guardian at all times. Smoking is not allowed in the visiting room.

### **Citizen's Complaint Process:**

If you have a problem concerning visiting, you should try to resolve it immediately. You should ask to speak with the Visiting Officer and/or Watch Commander. Should the problem persist or you do not receive remedy, you may write the Chief of Corrections with a description of the problem and what resolution you are requesting.

## VISITING RULES

1. Inmates And Their Visitors Shall Only Embrace And Kiss At The Beginning And End Of Each Visit; **No Other Bodily Contact Shall Be Permitted.** Holding Hands On Top Of The Table Is Only Permitted.
2. Visitors Are Responsible For The Behavior Of Their Children. Excessive Noise Or Unruly Behavior Will Cause Termination Of Visit. Children Must Never Be Left Unattended At Any Time. Visitors Must Keep Eye Contact On Their Children At All Times.
3. Visitors Will Not Wear Any Shades Of Blue Denim Jeans / Blue Clothing. No Tank Tops, Spaghetti String Tops, Bare Midriffs, Short Shorts, Mini-Skirts, Spandex Tops And Or Pants Or Skin Tight Clothing. All Shorts And Skirts Can Be No Shorter Than Three (3) Inches Above The Knee.
4. No Shower Shoes Or Bedroom Slippers Allowed.
5. No Toys Of Any Kind, Photos, Head Gear.
6. Only Five (5) Visitors Per Visit At A Time, **Including Children.**
7. No New Visitors Will Be Allowed In After 2:45 P.M. On Visiting Days.
8. Special Visits For Unusual Conditions Must Be Approved A Week In Advance By Director Of Security.
9. No Drinks Or Food Items Of Any Kind, Gum, Candy, Meds, Etc. Are To Be Brought Into The Visiting Room. Special Meds. Will Be Approved And Held By Visiting Officer
10. Visiting Hours Are Saturday, Sunday And CDC Recognized Holidays. 07:30 A.M. – 3:15 P.M. (New Years, 4<sup>th</sup> Of July, Labor Day, Thanksgiving And Christmas Day)
11. Any Foul Or Disrespectful Behavior Towards Any Staff Member Either Before, During Or After Processing Will Not Be Tolerated And Will Be Grounds For Either Termination Or Denial Access To The Visiting Room.
12. No C-Phones, Pagers, Or Electronic Games Allowed In The Facility.

**Revised 08-2005**

## REGLAS PARA LA VISITA

1. El Preso Y Sus Visitas Tendran Derecho A Darse Un Beso Y Un Abrazo Unicamente Al Principio Y Al Final De Cada Visita; Ningun **Otro Contacto Físico Sera Permitido.** Unicamente Se Permite Agarrarse Las Manos Sobre La Mesa.
2. Los Visitantes Seran Responsables De Cuidar La Conducta De Sus Niños. El Ruido Excesivo O Conducta Fuera De Control Podra Causar La Terminacion De La Visita. Los Niños No Deberan Ser Desatenidos En Ningun Momento. Los Visitantes Deberan Mantener Contacto Visual De Sus Niños A Todo Momento.
3. Visitantes No Se Vestiran En Pantalones De Mescliilla Azul O Verde, De Igual Forma Camisas Verdes, Blusas Sin Mangas, Pantalones Cortos (Shorts), Minifaldas De Mas De Tres (3) Pulgadas Sobre Las Rodillas, Pantalones De Licra Y Blusas Descubiertas Que Enseñen La Piel Tampoco Seran Permitadas.
4. No Se Permite Usar Chanclas O Zapatillas De Baño.
5. Unicamente Se Permitira (5) Visitantes Por Preso A La Vez, **Incluyendo Niños.**
6. No Se Permitiran Visitantes Que Lleguen Despues De Las 2:45 P.M. En Los Dias De Visita.
7. Visitas Especiales Por Condiciones Fuera De Lo Usual Deberan Ser Aprobados Con Una Semana De Anticipacion Por El Director De Seguridar.
8. No Sera Permitido El Ingreso De Ninguna Clase De Comida, Dulces, Goma De Mascar, Etc. Medicinas Deberan Ser Aprobadas Y Mantenidas En Custodia Por El Oficial A Cargo Del Salon De Visitas.
9. Los Dias Y Horas Para La Visita Son: Sabados, Domingos, Y Dias Festivos (Reconocidos Por El Centro Correccional) De 07:30 A.M. A 03:15 P.M.
10. Cualquier Falta De Respeto, Mala Conducta O Lenguaje Sucio O Inadecuado Antes, Mientras Y Despues De La Visita Hacia Cualquier Miembro Del Centro No Sera Tolerado Y Sera Causa Suficiente Para Determinar La Cancelacion Del Derecho De Visita O Negar El Acceso A La Sala De Visitas.
11. No Se Permiten Telefonos Celulares O Beeper (Pagers) Dentro Del Centro.

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