

State of California

Department of Corrections and Rehabilitation

Memorandum

Date : November 12, 2010
To : Associate Directors, Division of Adult Institutions
Wardens

Subject : **ALLOWABLE DOCUMENTS AUTHORIZED INTO THE VISITING ROOM**

The purpose of this memorandum is to reiterate Department Operations Manual (DOM), Section 54020.15, which permits visitors to bring photographs and documents into the visiting area. DOM Section 54020.15, Allowable Visitor Items, Photographs/Documents, states in part: *Photographs, papers, or documents permitted into the visiting area for the inmate's examination shall be retained by the visitor and carried from the visiting room and the institution/facility at the conclusion of the visit...*

During processing, visiting staff shall:

- *Inspect and count the items.*
- *Record the number of items on the visitor's CDCR Form 1000.*

Upon conclusion of the visit, staff shall again count the items verifying the amount with the number recorded."

The purpose of this section is to allow inmate access to a limited amount of documents without need to facilitate access through a legal visit. The following are examples of documents permitted into the visiting area: legal papers, tax returns, real estate documents, report cards and school work. To minimize the impact on visitor's processing, no more than 10 pages are permitted per visit.

Documents entering through visitor processing are not subject to lawyer/client privilege; these items will be carefully inspected by a visiting supervisor to ensure the subject matter and contents do not compromise institutional safety and security.

All visiting staff shall immediately receive documented training relative to this process and this memorandum shall be placed with your visiting DOM supplement for reference until such time as it is reflected in the next annual revision.

If you have any questions, please contact Mark Tillotson, Statewide Visiting Coordinator, at (916) 324-0788.


GEORGE J. GIURBINO
Director
Division of Adult Institutions

cc: Scott Kernan, Undersecretary, Operations
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