

SECTION - HOSPITAL OPERATIONS
ADMINISTRATIVE DIRECTIVE NO. 738
(Replaces A.D. No. 738 dated 2/14/07)

Effective Date: May 10, 2007

SUBJECT: INDIVIDUAL VISITING REGULATIONS

I. PURPOSE

To provide visitors and Individuals the ability to meet and interact in the most therapeutic atmosphere possible while meeting the security needs of the Hospital.

II. AUTHORITY

Welfare and Institutions Code, Sections 4311, 4312, 4573, 4573.5, 4573.6, 4375.8, 4375.9 and 5325 (c); Department of Mental Health (DMH) Special Order No. 243.02.

III. POLICY

It is the policy of Coalinga State Hospital (CSH) to encourage Individuals to visit with relatives and friends. It is equally essential for the hospital to fulfill its responsibility to maintain order, safety, security, and to control contraband. This policy acknowledges that Individuals have the right to see visitors each day and they also have the right to refuse visitation. "This policy recognizes that each visitor is responsible for initiating a request for entry to the visiting area of the Hospital. Visitation requests for a prospective visitor cannot be initiated by another person (e.g., by an Individual). Only the visiting person (or legal guardian on behalf of that person) can request permission to be admitted for visitation."

IV. METHOD

- A. Visiting hours shall be for a minimum of four consecutive hours per day, seven days per week, including holidays; currently, the visiting room is operated from 0800 to 1600 hrs.
- B. Except for emergencies, the scheduled visiting room hours will not be changed without a minimum of ten working days notice.
- C. Visits at irregular hours may be permitted with the approval of the Watch Commander and the Program Director when exceptional and justifiable circumstances (unexpected travel difficulties as an example) exist.
- D. Individuals or visitors who are medically or physically unable to use the regular visiting room facilities may be permitted to visit elsewhere with the approval of the Watch Commander, Program Director and the Hospital Administrator.

- E. Visiting is not generally allowed when CSH Individuals are admitted to outside medical facilities. Approval must be obtained from the Executive Director.
- F. The Chief of Police, Hospital Administrator or the Executive Director may modify the immediate visiting hours, limit the number of Individuals or visitors, assign tables or otherwise establish conditions based upon need.

V. INDIVIDUAL PROTOCOL

A. Visit Notification:

- 1. Police Services will notify the unit that an Individual has a visitor, and the relationship of the visitor to the Individual.
- 2. If the Individual agrees to the visit, unit staff will either send or escort the Individual to the Visiting Room.
- 3. If the Individual is on one-to-one staff observation, unit staff will remain with the Individual during the visit.

B. Security Processes:

- 1. Individuals will be screened for items that are unauthorized in the Visiting Room. Individuals will also be searched when leaving the Visiting Room.
- 2. Individuals will remain in the Visiting Room until the end of the visit unless the unit notifies Police Services of the need to interrupt the visit for the Individual to return to the unit.
- 3. Units shall have contact with the Visiting Room to verify their Individuals are present and accounted for at scheduled count times.

C. Attire:

- 1. Individuals are required to wear only state-issued clothing.
 - a. A khaki shirt and pants shall be worn at all times by DMH Individuals.
 - b. A blue denim slip on shirt and pants will be worn at all times by PC 2684 Individuals.
 - c. Shirts must be properly buttoned and tucked in.
 - d. Square box cut shirts may be un-tucked.
- 2. State-issued khaki jackets may be worn by DMH Individuals. State issued blue denim jackets may be worn by PC 2684 Individuals.

D. Personal items:

1. Permitted Individual items:

- a. Approved religious headgear, a religious medal, wedding ring, and prescription glasses. Medications approved by the Individual's physician may be carried on their person.
 - b. Photographs taken by CSH staff, at the request of Individuals, are permitted as per Visiting Room Regulations and Post Orders.
 - c. Individuals, as well as their legal representatives, may bring legal materials into the visiting room. Officers will not read materials brought in by Individuals, but may inspect them for contraband. Individuals with a diagnosed disability that requires their legal material to be put on tapes will be allowed to bring their cassettes to the visiting center. A tape player will be provided by the visiting center for use while the Individual is in the visiting center.
 - d. For interviews with State or defense evaluators, Individuals may bring copies of clinical documents, including Phase-group homework assignments, into the visiting room. Officers will not read the documents brought by Individuals, but will inspect them for contraband. Individuals with a diagnosed disability that requires their Phase group work to be put on tapes will be allowed to bring their cassettes to the visiting center. A tape player will be provided by the visiting center for use while the Individual is in the visiting center.
 - e. If an Individual meets the ADA requirements, he shall be permitted to bring in an audio tape pertaining to his homework with the approval of the Phase-group Facilitator. A tape-player (play only) shall be provided in the visiting room by the Department of Police Services.
 - f. Exchange of legal or any materials by Individuals in the Visiting Room is prohibited.
 - g. The Individual can deliver packages to the Visiting Room Police Officer, for later transfer to the Individual's visitor, only if the following procedures in section VII, sub-section G. of this policy are fully met.
2. Other personal patient items will be permitted only with the prior approval of the Watch Commander.

VI. VISITOR PROTOCOL

A. Registration:

1. Visitor processing requires approximately thirty minutes.

- a. Visitor processing may begin thirty minutes prior to the opening of the visiting room when staff is available.
 - b. Visitor processing will end two hours prior to the closing of the visiting room.
2. All visitors must present a valid government issued form of photo identification.
 3. All visitors will provide Police Services with a current address, telephone number, vehicle license number if applicable and their relationship to the Individual.
 4. Visitors' names and other identifiers may be entered into law enforcement or other data base systems to verify identity.
 5. Visits may be conducted only once per day. A visit is considered as having ended when the visitor leaves the visiting room.

B. Attire:

1. Visitors are expected to dress to meet the constraints of the hospital setting. Attire shall be conservative, and non-revealing. Visitors not properly attired will not be admitted into the visiting room. The following clothing items are not permitted:
 - a. Strapless garments; halter, bare midriff or tank tops (male or female); transparent clothing; wrap-around tops; under wire garments; shorts; or clothing with hoods are not permitted.
 - b. Skirts or dresses shorter than mid-thigh length; skirts or dresses shorter than knee length cannot have slits in excess of 4 inches; skirts/dresses longer than knee length cannot have slits extending above the knees are prohibited.
 - c. Exercise clothing (i.e., spandex, leotards), excessively loose, skin-tight, or excess clothing (i.e., hats, gloves, and scarves) are not allowed.
 - d. Clothing which resembles the clothing of Individuals or officers, such as blue jeans, blue denim shirts, khaki colored clothing, camouflage or military style clothing is not permitted.
2. Wigs will be permitted when worn for medical reasons and prior approval has been obtained from Police Services.

C. Security Processing:

1. All visitors shall be processed through a metal detector, and all personal property will be searched by security Personnel.
2. If further search is indicated after metal detector processing, the visitor shall be told why the additional search is required and given the option of submitting to the search or canceling the visiting request for that day.
3. Visitors may store items not permitted in the visiting room in lockers provided. Items permitted in the Visiting Room include:
 - a. Up to twenty dollars (\$20.00) in one-dollar bill denominations of U.S. currency or unwrapped coin not exceeding that amount, for use in vending machines.
 - b. Twenty loose photographs (no albums or frames). Police services will review the photographs to assure the suitability of having the Individuals see them.
 - c. Medication required by the visitor which will be retained by the visiting room officer.
 - d. Certain food items are permitted as described under Visiting Room Regulations.
 - e. The Watch Commander has the authority to permit additional items on a case by case basis.
 - f. When the treatment team facilitates visitor access to the inside treatment area for the purpose of rehabilitation, the formal clearance process must be followed. This form can be found on the "I" Drive, "Request for Facility Entrance".

D. Children:

1. Persons under the age of eighteen are not permitted to visit with Individuals.
2. An exception to this rule may be permitted by the Executive Director. A Minor Visitation Clearance Request (CSH – 088) must be completed by the parents/guardians of the minor and submitted to the External Affairs Unit. The External Affairs Unit will route the completed (CSH – 088) for recommendations, and final review by the Executive Director. The parents/guardians will be notified of the decision via U.S. mail. If the visit has been approved, the name of the minor and the name of the adult who must accompany the minor will be provided to the visiting center's staff.

E. International Visitors:

1. International visitors must provide Police Services with a government issued form of photo identification (i.e. passport, visa, national Identification card or driver license) at least 10 working days prior to the date of the intended visit. The Executive Director has the authority to waive this 10 working day pre-approval process and grant international visitors access on a case by case basis.
2. International visitors' names and other identifiers will be entered into law enforcement data bases to verify identity.

F. Private Interviews:

1. Attorneys, consultants, evaluators, and other professionals who request private interviews with an Individual should contact the hospital one-week in advance to reserve a private interview area which are provided on a first come – first served basis.
2. If private consultation is not requested or is unnecessary, the visit may occur at any time during regular visiting hours. Due to the number of visitors on the weekends, visiting professionals are encouraged to visit during the week.
3. Attorneys, consultants and other professionals who conduct official interviews and evaluations, may use lap top computers or tape recorders to facilitate their duties after the machine has been inspected and logged by the Visiting Room Officer.

VII. VISITING ROOM REGULATIONS

- A. No more than six (6) visitors per Individual will be allowed at any one time. Exceptions to this regulation require prior approval from the Chief of Police.
- B. Visitors wishing to visit with more than one Individual at the same time must obtain prior written approval from the Individual's Program Director and the Chief of Protective Services.
- C. Any visitor who is requesting access to the secured area of the facility for any activity shall indicate whether he/she has a relationship with any Individual(s). The interdisciplinary team, with concurrence of the Program Director, Clinical Administrator, and the Hospital Administrator shall evaluate and approve the request and may be subject to be cleared for access via A.D. 846.
- D. Visitors may not visit with other visitors, visitors may not visit with other Individuals than who they are approved to visit, and Individuals may not visit with other Individuals or visitors than whom they received approval to visit.

- E. Visitors may bring food with them to be consumed in the Visiting Room.
1. All food containers may be opened to ensure the contents do not contain contraband. Staff may take other measures such as; cutting, stirring, and/or subjecting the items to x-ray or other mechanical scanning to determine that items are contraband free.
 2. Only the liquid refreshments provided by the Hospital or otherwise available inside the visiting room are permitted. Individuals may not remove from the Visiting Room any items purchased from the vending machines that are liquid, opened, or require refrigeration.
 3. Food items will be limited to those items that can be carried in one box, inside dimensions not to exceed 12" wide, 18" long, and 12" high. Ice chests, coolers, vacuum bottles, and similar containers are prohibited.
 4. Food items are permitted only in clear plastic wrap or clear plastic disposable containers. The containers must be placed in the trash after the visit and faulty or leaking containers are prohibited.
 5. Paper plates, plastic spoons, and paper napkins are provided by the Hospital. No other utensils, dishes, or accessories are permitted.
 6. Visitors and Individuals are restricted to the use of one table to both eat and store their foods and conduct their visit.
 7. The sharing of food with other visitors or Individuals is not permitted.
 8. Visitors and Individuals consuming food are required to clear and clean the table and area of any uneaten food or trash prior to leaving.
 9. In order to allow this privilege to continue, it is imperative that the above requirements be met.
- F. The exchange of personal property in the Visiting Room by visitors or Individuals is prohibited.
- G. The direct transfer of property between the Individual and visitor is prohibited. Indirect transfer of sealed packages is permitted in lieu of mailing the package to the visitor; the procedure is as follows:
1. The officer will ensure the package has not been tampered with in any way.
 2. Items must be boxed, addressed and inventoried (Patient Property Request CSH 005) in the presence of nursing staff. Once signed & sealed by nursing staff, the Individual will deliver the package to the Visiting Center Police Officer.

3. The Visiting Center Police Officer will retain the package until the Individual's visitor is departing the Visiting Center. At that time, the Police Officer will turn over the package to the visitor.
 4. Upon receipt of the package, the visitor will sign the property slip, which is then routed back to the unit.
 5. Items made by Individuals in Mall Service areas shall be stored in the Mall Service area, and transferred to the unit by Mall staff the last working day prior to a scheduled visit.
- H. An Individual and his visitor may embrace and kiss at the beginning and end of each visit. Embracing and kissing will be limited to momentary contact.
 - I. During the visit, the Individual and his visitor may hold hands. No other physical contact is permitted.
 - J. Individuals and visitors will sit at the tables provided. Individuals and visitors will keep their feet on the floor, not on the furniture. Feet and legs are to be kept under the respective side of the table where seated. Straddling a table leg or stretching both legs into the aisle are prohibited. Intertwining legs under the table is prohibited.
 - K. Massaging, hair brushing or braiding is not permitted.
 - L. Any misconduct may result in termination of the visit, and violators may be subject to prosecution if the misconduct is in violation of the law.
 - M. The Visiting Room operates on a first come – first served basis. Should Visiting Room capacity be reached while others are waiting, the Visiting Room Officer may announce this fact and ask that Individuals and visitors voluntarily shorten their visits so that others may use the room.
 - N. When violations of the Visiting Room regulations occur, the officers have the option to redirect the activity or terminate the visit, depending on the severity of the activity. Failure to comply with the officer's direction will result in the termination of the visit. If the visit is terminated, the Watch Commander will be notified and a report outlining the details will be made.

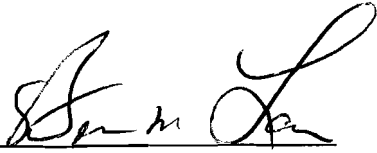
VIII. VISIT TERMINATIONS AND RESTRICTIONS

- A. The frequency or length of any Individual's visits may be limited whenever "Good Cause" for a Denial of Rights exists, as determined by the interdisciplinary treatment team. These circumstances require documentation and completion of the Denial of Rights form.

- B. A visit may be terminated by the Watch Commander whenever an Individual or visitor's conduct is dangerous, disruptive, or offensive to other visitors, Individuals or staff. Police Services will inform the treatment unit of the visit termination, and complete a written report with copies to the Program Director, Hospital Administrator, and the Clinical Administrator.
- C. A visitor's privilege to visit may be revoked for a period of up to thirty days by the Chief of Police or the Individual's Program Director if it is determined a visitor presents a security risk, danger, or would cause disruption to hospital operations, Individuals or staff.
 - 1. Police Services will enter "Visiting Privilege Revoked" on the hospital's visitor registry, the date of revocation and shall notify the visitor of the restriction and the following procedures:
 - a. The initial revocation shall be for a fifteen calendar day period allowing for an appeal, Hospital Administrator review and determination if the restriction should be extended, modified or reduced.
 - b. At any time, the restricted visitor may request a review of the restriction by submitting a written request to the Hospital Administrator stating why the restriction should be removed or otherwise modified.
 - c. Within ten working days of receiving the request, the Hospital Administrator or designee, will respond in writing with a decision.
- D. The Executive Director, Hospital Administrator or designee may authorize the removal of any person who knowingly or willfully violates the rules and regulations of the hospital. The Hospital Administrator may arrest or cause the arrest of any person who attempts to commit or has committed a public offense on hospital premises.
- E. Former employees of the DMH, students, or contract employees are not permitted to visit with Individuals. Exceptions may be granted in very rare cases by the Executive Director and the requests must be submitted in writing.
- F. Former Individuals of any one of the State Hospitals must have prior approval by the Executive Director to visit.

IX. VISITING – INDIVIDUALS IN COMMUNITY CARE FACILITIES

Individuals placed in facilities outside of CSH are under the supervision of the California Department of Corrections and Rehabilitation who should be contacted directly for information and instructions.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):

A.D. No. 624 Individuals' Mail and Packages

A.D. No. 822 Photo Identification Cards

A.D. No. 846 Security/Facility Access Clearances

Attachment – Minor Visitation Request Supplement A (CSH 092)

Attachment – Minor Visitation Clearance Request (CSH – 088)

Minor Visitation Request Supplement A:
Team Review of Individual on
Visitor's Request to Bring a Minor

Resident Name: _____ CO#: _____ Unit: _____

Review of WR Team (completed by Psychologist, Social Worker, or Behavior Specialist II): Identify type and nature of prior sex offenses, other criminal history, victim profiles with sex and age of victims, relations to requested minors, team's assessment of relationships and benefits of visitation, and any recommendations or restrictions regarding visiting room access for requested minors should this request be approved.

I certify that I have reviewed the individual's chart and have evaluated any restrictions of the court or the Department of Corrections and Rehabilitation which are specific to the individual's status as a prisoner or parolee. The visit would not be conflicting with any orders, CDCR restrictions, or with other CSH policy.

Signature Title Date

Recommendation of Program Director:

Signature Title Date

Minor Visitation Clearance Request

Please understand that minor visitations are special exceptions to the Hospital's no-children visiting policy. Such exceptions are only granted when there are special circumstances involved. Exceptions, for example, will not be considered in cases where the minor was victimized by the resident individual, the minor fits the individual's victim profile, or there are court or CDCR restrictions against such visits. Other factors are also considered in each request. Please complete the first section below.

I / we (print your names) _____,
the parents / guardians for the following minor(s):

Print Minor's Name Age Print Minor's Name Age Print Minor's Name Age

do hereby request visiting clearance for the listed minor(s), to allow entry to the Hospital's visiting area to see a resident whose name is (please print resident's name): _____
I / we are the parent(s) / guardian(s) and understand that I or we must supervise the minor at all times.

Please indicate the potential benefits to be gained by the child and / or by the resident individual if visitation clearance is granted to the minor(s):

Signature of Parent or Guardian California Drivers License / ID number Date

Signature of Parent or Guardian California Drivers License / ID number Date

Administration Section: Do not write in this section.

Approved / Disapproved _____

Clinical Administrator Print Name Date

Chief of Police Services Print Name Date

Executive Director Print Name Date
Original to DPS Yellow to Executive Director Pink to Clinical Administrator