

# Memorandum

Date : May 1, 2018

To : All Folsom State Prison Employees  
All Official Visitors

Subject : **APPROPRIATE ATTIRE AND ALLOWABLE PERSONAL PROPERTY FOR  
EMPLOYEES AND OFFICIAL VISITORS**

The purpose of this memorandum is to reiterate the appropriate attire and allowable personal property policy for employees and official visitors entering Folsom State Prison, Folsom Minimum Support Facility, and the Folsom Women's Facility. This memorandum supersedes any and all past memorandums regarding attire and personal property items. Official visitors are considered to be individuals that are not associated with the inmate-visiting program. This directive begins with the reminder that we work in a prison and strict adherence to this policy is necessary for the safety of staff, inmates, and visitors.

Pursuant to Department Operations Manual (DOM), Section 33020.4, non-uniformed employees shall wear clothing that is clean and neat, in good repair, and fits properly. All clothing and jewelry should project a professional and positive image. In order to insure compliance with this policy and to provide a general guideline, the following clothing/attire items are prohibited for employees and official visitors:

## **PROHIBITED CLOTHING/ATTIRE ITEMS:**

- Tight clothing that hugs the contour of any body parts or exposes the outline of the wearer's undergarments.
- See-through articles of clothing, other than hosiery undergarments, shall not be worn. Sheer blouses and open-weave sweaters shall only be worn with a camisole or slip underneath. No cleavage shall be revealed and women will wear upper undergarments at all times.
- Sleeveless, spaghetti straps, tank tops, plunging necklines, backless garments, and/or clothing that exposes the midriff.
- All types of leggings, tights, and/or leotards, i.e., lycra, spandex, cotton, etc., shall not be worn as an outer garment.
- Jeggings or skinny-type pants that show the contour of the body shall only be worn with a loose outer garment such as a blazer, jacket, or blouse, that is of a minimum length down the leg to extend to the end of individual's fingertip.
- Capris or cropped-style pants must have hemmed edge no less than four (4) inches below the knee.
- Exercise sweatpants, jogging suits, and/or workout attire, such as yoga pants or tight fitting compression shirts.
- Skirts and culottes shall not be worn above the kneecap, regardless of leg wear.
- Shorts of all types shall not be worn.

- Any clothing that resembles inmate attire, i.e., blue denim, chambray blue, solid lime green, or solid orange.
- Camouflage fatigue pants, shirts, or outer garments shall not be worn (except for law enforcement in an official capacity or active duty military personnel).
- Clothing (including hats) containing emblems, printing, lettering, or pictures pertaining to sex, profanity, drugs, alcohol, violence, gangs, illegal behavior, or anything that would affect the safety and the security of the institution are not permitted.
- Shoes:
  - Rubber thong footwear, shower shoes, house slippers, and backless shoes are not allowed.
  - Heel height shall not exceed three (3) inches.
  - A wider base heel is recommended.
  - Open toe and sandal-type shoes are discouraged inside of the secured perimeter, Warehouse, and/or Valley Trades areas.

#### **PERSONAL PROPERTY ITEMS:**

All containers (brief/attaché cases, lunchboxes, purses, bags, etc.) and their contents shall be thoroughly inspected upon entering and exiting the institution's security perimeter. To expedite the processing through the security perimeter, all bags and containers shall be opened prior to approaching the gate and all compartments shall be opened for inspection. All items entering the institution are subject to inspection. Staff may bring in one handbag/purse/tote bag; **or** one lunchbox, igloo type cooler; **or** one backpack, with the following limitations:

- The above items shall be plastic or soft sided, the dimensions shall not exceed 16" long, 14" wide, 12" high, and shall not exceed four storage compartments (a storage compartment is anything that has to be unzipped, unbuttoned, or otherwise opened to inspect).

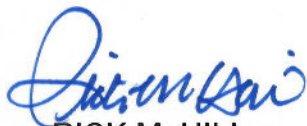
Additionally, staff may bring in one of the following items:

- Thermos/beverage container/hydration pack with one gallon maximum capacity and no storage compartments. Additional drinking water must be in clear plastic containers; each no larger than one gallon. Containers larger than one gallon will require the written authorization from the Warden.
- Personal brief/attaché cases are only permitted for managers, supervisors, and professional classifications i.e., Correctional Counselors, Physicians and Job Stewards, etc. and shall not exceed 18" long, 6" wide, 14" high. State-issued brief/attaché cases are excluded.
- All containers (brief/attaché cases, lunchboxes, purses, bags, etc.) and their contents will be thoroughly inspected upon entering and/or exiting the Institution's security perimeter.
- Umbrellas must be compact models and will not be restricted during inclement weather. Golf/beach umbrellas and/or pointy-ended umbrellas will not be permitted. Umbrellas shall be stored in such a manner to preclude loss, theft, or access by inmates and shall not be used by custody staff while on duty.

**The following items are not authorized within the security perimeter or on any job site:**

- Cellular telephones and/or wireless communications devices (except as approved by the Warden per DOM, Section 12070.18, for documented, verifiable reasons and for a specific timeframes).
- IPod/MP3-type players, DVD players, movies, and portable gaming/media devices.
- Tobacco and electronic smoking device products.
- Personal tools (i.e., multi-tools, knives, metal utensils, glass containers, scissors)
- Non-State issued computers or computer storage drives (i.e., thumb drives, etc.) except as approved by the Warden.
- Duffle bags and wheeled suitcases/briefcases (exceptions: e.g., Administrative Officer of the Day, Physician on call, Psychiatric doctor on call, and as approved by the Warden).
- Extra clothing (excluding rain gear, jackets, and/or coats).
- Photographic, video, or audio equipment (official visitors/media with prior approval from the Warden will be under escort when in possession of photographic/recording equipment).

If you have any questions or require additional information regarding this policy, please contact your supervisor, your division manager, or K. Sherfy, Employee Relations Officer, at extension 3017.



RICK M. HILL  
Warden (A)  
Folsom State Prison