

Attached is a memorandum for the attire at Folsom State Prison (FSP), and below is a link for driving directions to FSP:

Location: [Folsom State Prison](#) (East Gate Entrance)
300 Prison Road
Represa, CA 95671
(916) 985-2561

When You Arrive

Please park outside of the prison in the first lot on your left. Walk up to the gate house on the right. Tell the officer who you are here to see (should be on Gate Clearance or "courtesy" Gate Clearance). The officer can check you in while you are waiting for your escort to arrive.

Memorandum

Date : September 28, 2010

To : All Staff and Official Visitors

Subject : **EXPECTATIONS REGARDING EMPLOYEE AND VISITOR DRESS AND HAND-CARRIED ITEMS**

The purpose of this memorandum is to reiterate the policy regarding the dress expectations and allowable hand-carried items that can be brought into the institution by staff, contract employees, and official visitors. This memorandum supersedes any and all past memorandums regarding expectations on staff and visitor attire and hand-carried items. Official visitors are considered to be individuals that are not associated with the inmate-visiting program. Strict adherence to these policies is necessary to ensure the safety of staff, inmates, and visitors, and to prevent the possibility of escape.

Folsom State Prison is an important component of the California criminal justice system. As such, all employees are expected to represent the institution in a manner that is professional and business-like. This includes not only their conduct and demeanor, but their dress and appearance as well. All staff and visitors are expected to wear neat, conservative, appropriate attire that is not offensive, provocative, or a distraction to others. Careful consideration should be given to avoid clothing which is similar in appearance to that worn by inmates.

Custodial staff assigned to the Entrance Gate and East Gate are directed to pay special attention to staff and visitors who attempt to enter the institution dressed in clothing that may appear similar to that worn by inmates, that is provocative or offensive, or that presents a threat to institutional security or the safety of employees, the public or inmates. In the event that Entrance Gate or East Gate staff encounters an employee in attire that creates a potential security or safety risk, the employee will be politely informed of the specific policy violation. If the employee disagrees with the evaluation, the Watch Commander or designee, most likely the Outside Patrol Sergeant and the employee's immediate supervisor will be summoned to the gate to evaluate the appropriateness of the attire and determine a mutually agreeable course of action. It is incumbent on supervisors to evaluate and address issues of employee dress when that dress is not appropriate or consistent with professional standards of the work area and type of work being accomplished. In summary, custody staff shall intervene when attire presents a security risk and supervisory staff shall intervene when attire is not professional or appropriate for the specific work area or work discipline.

It is impossible to evaluate and cite every type and variation of apparel in this memorandum; however, the following lists of prohibited clothing items provide a general guideline:

Clothing Resembling Inmate Attire

Blue denim jeans and jackets

Black faded or stone-washed denim jeans and jackets

Blue chambray or chambray-like shirts

White T-shirts worn as an outer garment

Gray sweatshirts and sweatpants

Yellow rain gear

Extra clothing or shoes are not allowed within the secure perimeter.

The purpose of prohibiting this kind of attire is to avoid any potential confusion in differentiating between inmates and staff or visitors. This is especially important during emergencies and to prevent escape. However, this prohibition should not be interpreted as a blanket exclusion of any shade of blue or any pattern containing blue. For example, a blue print or striped dress shirt, worn with a necktie and slacks would be easily differentiated from an inmate's blue chambray shirt worn with blue denim jeans. Common sense and an understanding of the fundamental drivers behind this policy are crucial.

Provocative or Revealing Attire

Garments made of sheer, transparent or see-through fabric

Strapless, "spaghetti" straps, tube tops, muscle shirts, tank tops

(Halter tops acceptable if worn as an undergarment beneath a jacket or blazer)

Bare mid-drift

Short dresses/skirts

Dresses or skirts with slits extending more than 2 inches above the knee cap

Clothing that is unnecessarily or excessively tight or form fitting

Appropriate undergarments shall always be worn beneath clothing.

Offensive Attire

Clothing displaying obscene, offensive, sexual, racial, or derogatory language, illustrations or symbols

Clothing displaying a political message

Gang related symbols or language

Safety

Shorts (For the purpose of clarity, shorts shall be considered pants with a hemline above the knee-cap)

Appropriate foot protection shall be required for employees who may be exposed to foot injuries from electrical hazards; hot, corrosive, poisonous or hazardous substances; or falling objects.

This shall generally mean that non-custody employees working in Plant Operations, Vocational Training areas, Industries, etc., shall wear a shoe which provides full foot coverage. Employees working exclusively in office areas may wear open-toed shoes that are professional in appearance. Shower shoes or foam style flip flops are

prohibited. Safety and the prevention of injuries shall be the greatest consideration in determining the appropriateness of footwear.

Camouflage material or attire is prohibited, with the exception of active duty Military personnel with valid Military Identification Card.

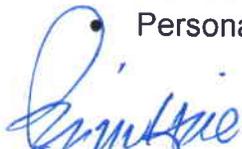
Hand-Carried Items

Staff and/or visitors will not be allowed to enter the institution carrying large coolers, bags, or backpacks. The following limitations will apply to hand-carried items brought into the institution by all staff and visitors.

- No glass and/or glass containers.
- No metal utensils such as forks, spoons, and knives.
- Lunch boxes/Igloo-type cooler (plastic or soft-sided) – shall not exceed 16" long by 14" wide by 12" high.
- Thermos-One quart maximum capacity. During institutional emergencies or when staff is assigned to isolated posts, the Warden may approve exceptions to the aforementioned requirement.
- Water Bottle – One gallon maximum capacity. During institutional emergencies or when staff is assigned to isolated posts, the Warden may approve exceptions to the aforementioned requirement.
- Brief/attaché Case (excluding State issued brief/attaché cases)-Personal brief/attaché cases are permitted for managers, supervisors, and professional classifications; i.e. Correctional Counselors, Physicians, etc., including job stewards-shall not exceed 18" long by 6" wide by 14" high.
- Handbag/Purse (for non-custody staff only)-shall not exceed 14" long by 8" wide by 12" high, excluding the shoulder straps.
- Umbrella (for non-uniformed staff only)-during inclement weather, compact models only. Golf/Beach umbrellas and/or pointed end umbrellas shall not be allowed. Umbrellas shall be stored in such a manner to preclude loss, theft, or access by inmates.
- All personal appliances, such as coffeemakers, require prior approval from the Correctional Captain prior to entering the institution.

The following items are not authorized within the institution's inner security perimeter or on the job site at an institution or facility includes, but not limited to:

- Personal pocket knives/pen knives (regardless of blade length)
- Personal cellular telephones (excluding State issued/contract workers).
- Duffle/gym bags/backpacks
- Personal reading material (excluding donated material approved by institutional process)
- Personal computer thumbdrives/external drives


RICK M. HILL
Warden (A)