

San Francisco Field Office

Enforcement and Removal Operations

Corrections Corporation of America

California City Correctional Center

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Who Are We?

This is a detention center for individuals who are waiting for their immigration status to be determined or who are awaiting repatriation. The facility is operated under contract with Corrections Corporation of America. ICE works together with Corrections Corporation of America to administer the operations of this facility.

Enforcement and Removal Operations

Field Office Director: Timothy S. Aitken

Deputy Field Office Director: Erik S. Bonnar

415-844-5512

Corrections Corporation of America,

California City Correctional Center

Warden: Ms. Barbara Wagner

Assistant Warden: Mr. Bobby Bonner

760-373-1764

Where Are We?

Street Address:

California City Correctional Center

22844 Virginia Boulevard

California City, CA 93505

Parking: Same location

Accessibility for Individuals with Special Needs: The facility is in compliance with the American Disabilities Act (ADA).

Hours and Visitations

Hours of Visitation – ALL VISITS ARE NON-CONTACT

Visiting is routinely conducted by appointment only, on recognized federal holidays, Fridays, Saturdays, and Sundays. Visitation for Special Housing Unit (SHU) detainees is by appointment only on Fridays. Visiting hours are from 0800 until 1500, for **one hour increments**. Due to limited visiting space, it may be necessary to impose certain restrictions on visiting regulations.

The Shift Supervisor may authorize exceptions to the limit in unusual circumstances.

Visitation Appointments

To schedule a Visitation Appointment, contact the facility between 1200 and 1400 hours Monday thru Friday (760-373-1764). Any visitor requesting a visit who has not made an appointment will not be allowed to visit. All persons denied a visit **MUST** depart the facility grounds. Non-visitors are prohibited from waiting in the facility parking area.

Visitation Rules

Anyone attempting to visit an inmate/detainee that is or may be under the influence of any legal or illegal substance is not allowed to visit

Children under the age of 18 must be supervised at all times by an adult. No child may be left unattended. Likewise, visitors may not leave children unattended in the vehicles during visitation. Unattended children will be reported to local law enforcement and the parent/guardian's visitation privileges terminated. Visitors are responsible to supervise children for the entire visit, failing to do so will result in your visit being terminated. Children must be properly attended to throughout the visit. Children will not be allowed to sit on the counters. If parents cannot or will not supervise their children, the visit will be terminated.

All visitors, 18 years or older, must possess a valid identification card with a photo, such as a state/federal identification, passport, or resident alien card. Mexican Consular identifications are no longer valid forms of ID for visitation purposes. Adults who are parents or legal guardians must accompany minors under 18 years of age. The visit will be denied if there is no current ID.

All visitors are subject to screening by a metal detector and x-ray machine, in some cases pat searches may also be necessary. Any visitor who cannot successfully pass through the metal detector will not be allowed to enter the institution. Visitors who have a medical condition who cannot pass through the metal detector must present documentation from their doctor, verifying the medical condition and if approved, will be searched with the hand held scanner and/or pat search. When a visitor refuses a search, their visit will be denied.

All visits are subject to termination upon the discretion of the on-duty Shift Supervisor or higher authority for threat to the security, safety or orderly running of the facility and/or damaging property (destroying phones and phone cords, writing on walls, etc).

Visitors are expected to conduct visits in a quiet and orderly manner at all times. Disruptive conduct by minors, accompanying adults, or inmate/detainees may cause termination of visit. The visiting room officer will issue a warning of violations of this rule when the situation allows. Repeated offenses will result in termination of the visit, and/or possible suspension or termination of visitation privileges.

Detainees and visitors are to remain at their assigned seating and are not to wander or visit with other detainees or the visitors. Visits are subject to video and/or video monitoring for security reasons.

Visitors will be escorted from the front lobby to the public side of the visitation room only after being verified and logged in. Once the visit is over, the visitor will be escorted from the visitation room to the front lobby and must depart the facility premises immediately.

Visiting by Ex-Felon (PC 4571):

All persons requesting visiting privileges at the California City Correctional Center, who have been previously confined in a State or Federal Prison, must obtain written permission from the facility Warden or their designee, prior to being granted access. If approval is granted, you must have it in your possession while at the California City Correctional Center.

Any visitor on probation or parole will generally not be allowed to visit; however, when the individual is a verified, legal spouse or child of the detainee, approval from the Chief of Security or above may be considered.

Visitors previously confined at California City Correctional Center as an inmate or detainee will not be allowed to visit.

Contraband is considered as, but not limited to, the following: weapons, photographs, tools, drugs, all tobacco products, cigarette lighters, matches, pagers, cell phones, pocket knives, handcuff keys, tape recorders, electronic devices (computers, cameras, PDA's, headphones, etc.), explosive devices, and anything flammable. Anyone entering is subject to search for security and safety. If a visitor is found with contraband appropriate actions will be taken including confiscation of the contraband. Cases of contraband introduction or criminal violations may lead to criminal prosecution of the visitor, detainee, or both.

It is a Federal Crime to introduce or possess any firearm, destructive device, ammunition or other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, safety, or security of this institution and/or individuals without the authorization of the Warden. Violations may result in a penalty of imprisonment and/or a fine to a person who provides, or attempts to provide to a detainee any prohibited item.

Segregation Detainees

Detainees in segregation or the Special Housing Unit (SHU) will only be allowed to visit at the same time with detainees of like status (i.e. Administrative Detention, Disciplinary Detention, Protective Custody, etc). This process will require detainees to rotate in and out of the visitation room. If a detainee is in segregation for violation of his/her visitation privileges, he/she will not be allowed to visit.

Visitor Dress Code

- No bare midriffs or shirts that rise excessively when bending or seated.
- No sleeveless tops, shirts or dresses.
- No underwire bras.

- No see through clothing. Undergarments will not be visible in the front or back.
- No tight clothing.
- No dresses/skirts shorter than 2" above the knee.
- No spandex or swim suits.
- No shorts, short pants/Capri's.
- No logos on pant bottoms (across buttocks).
- No shirts or pants with sport logos or numbers.
- No open toe shoes and shoes will be worn at all times.
- No military clothing.
- No "gang" accessories.
- No hooded shirts, coats, vest jackets or pullovers.
- No coats or jackets.
- No bobby pins.
- Under garments will be worn at all times (Not Visible).
- No hats or sunglasses.
- No excessive jewelry.

The following items **are permitted** in the visitation room as listed only:

- 1 disposable diaper (babies, infants and toddlers only)
- 1 – 24 oz bottle of formula or juice.
- Prescription medication, only amount needed during visit in original prescribed bottle. The individual's printed name must be visible on label.

Shift Supervisors will be the final authority for determining appropriate visitor apparel.

Attorney Visitation Hours:

Attorneys, including their representatives, i.e. investigators, paralegals, and law students, are permitted to visit detainees in reasonable numbers for business purposes, but must make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours, M-F 0800 – 1530. However, visits from an Attorney may be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Credentials of Attorneys and Attorney's Representatives:

Each attorney must present bona fide evidence of his/her license to practice law, to include a state bar membership card and matching identification, such as driver's license. The Facility also requires the employing attorney to submit an affidavit to the Warden certifying that the attorney's representative (law clerk, paralegal, and investigator) is employed by the attorney. The attorney's representative (law clerk, paralegal, and investigator) must show picture identification and written evidence of their authority to visit the inmate/detainee from the attorney for whom the representative works.

A list of locally available pro bono (free) legal organizations is posted in each housing unit common area, and they are updated and posted as new editions are released.

Searches

Attorneys and their representatives can be frisk or pat searched. Their belongings may be searched via x-ray machines for contraband. **Cell phones and pagers are not allowed in the facility.** All other equipment must be approved in advance by the Warden or his/her designee. Attorneys are not authorized to give detainees any item not authorized by CCA policies and procedures.

Denial of Visits

Improper acts (such as those not in conformance with this or other CCA Policies and Procedures) committed by an attorney or attorney's representative while in the Facility may result in termination of visit and denial of future visits.

Additional Procedures for Attorney Visits - Translators

Translators and attorney representatives must have a letter of authorization from the attorney on file at the California City Correctional Center. The letter must have the approval of the Assistant Warden or Warden. (Generally, family members or friends of the detainee are not allowed to serve as translators).

Consular Visits

Consular officials may meet with their detained nationals at any time. It is requested that prior arrangements be made with the office of ICE, Supervisory Deportation Officer to the extent possible, and that consular officials bring appropriate credentials when they come to the facility. The ICE Supervisory Deportation Officer in charge of the facility can be reached at (661)328-4511.

Clergy Visits

Clergy may visit detainees at any time, but must make prior arrangements with facility Chaplain's Office at (760)373-2472. Written proof of the person's clergy certification from the church, ministry is required. Visiting clergy will not be counted against the inmate/detainee visiting hours. Any member of the clergy who wishes to visit as a friend rather than in his/her official capacity must make application to be placed on the inmate/detainee's regular visiting list.

The facility has English and Spanish language Christian based services. Any other denomination wishing to hold services should contact the Chaplain's Office by telephone or in writing at the aforementioned address.

Detainee Mail

Incoming mail will be processed by the Mailroom Officer, (opened and inspected for contraband, etc.) and delivered to the housing areas Monday through Friday, excluding holidays, after 4:00 p.m. Because of many similar names, incoming mail must have the full name of the detainee, or it will be returned to sender as non identifiable.

There is no limit on the number of letters a detainee may receive. However, excess amounts that cannot be properly stored, will be required to be returned via mail to the detainee's home at the detainee's expense, or the excess may be destroyed by the detainee. Photos may be received but may not show any nudity, penetration, crime, gang signs, drugs or drug usage, or weapons. **Polaroid photos are prohibited.**

Mail for detainees may be mailed to the below address:

(Detainee's Full Name & CCA Number)
California City Correctional Center
P.O. Box 3002-0002
California City, California 93504-0002

Stamps, blank paper, envelopes, blank cards, self-addressed stamped envelopes, calling cards, credit cards, stickers of any kind, calendars or other stationery, fake cash, greeting cards with sound, oversized greeting cards, or greeting cards with other removable or questionable items attached or included, will not be accepted and may not be sent in.

All publications must be sent **directly from an established publisher or book store**. No hard cover books are allowed. Receipts must accompany all books/magazines mailed into the facility. No used books/magazines will be allowed. No more than 3 books and/or magazines may be received in any one shipment.

The California City Correctional Center will reject any publication(s) based on the following:

- Sexual penetration
- Tattoo design, method or instruction
- Any printed material promoting racial, religious or national hatred
- Depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices
- Depicts, encourages or describes methods of escape from correctional facilities or contains blueprints, drawings or similar descriptions of any correctional or detention facility
- Depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs
- Written in code
- Nudity where genitalia or female breasts are exposed
- Gang signs, gang paraphernalia or any media that promotes gang affiliation

Packages other than those containing clothes for discharge or for court and medical packages will not be accepted. Acceptable packages must be approved by the Chief of Security **in advance**. Unauthorized items that are received in the mail will be destroyed or mailed out at the detainee's expense and choice.

Approved medical items for detainees must be mailed into the facility. A medical request must be sent to the Health Services Administrator to determine if the item is needed by the detainee prior to notifying the Chief of Security for approval. No item will be dropped off during visitation or delivered directly to the facility by families, friends, attorneys, or attorney representatives.

All detainee to detainee correspondence, including inside and outside of the facility, must be pre-approved. Proper paperwork may be obtained via request to your Unit Manager. Immediate family only will be considered (Husband, Wife, Children, Parents and Siblings) and proof of relationship must be shown.

All unauthorized detainee to detainee correspondence will be rejected.

Incoming privileged/legal correspondence will be treated as privileged only if the name and official status of the sender appears on the envelope. Incoming privileged mail will be opened and examined for contraband in the presence of the detainee to whom it is addressed. Incoming privileged packages will be processed the same way. Privilege applies to attorneys, legal aid services, and paraprofessionals working for an attorney or legal service, judges and clerks of the federal, state and local courts, public officials, parole authorities, administrator, grievance systems, and officials of the confining authority only.

All mail received after the detainees departure from the California City Correctional Center will be returned to sender.

Legal Rights Group Presentations for ICE Detainees

ICE Detainees have access to group presentations on immigration law, procedures and detainee options that have been approved in advance by the Field Office Director for ICE. When approved, posters announcing presentations will appear in common areas at least 48 hours in advance and sign-up sheets are made available and accessible. Presenters are afforded a minimum of one hour to make the presentation and additional time to conduct a question-and-answer session. Staff will permit presenters to distribute ICE/ERO approved materials. Detainees will be able to meet with the presenters in small groups after the presentations to discuss their cases. Detainees in segregation may request separate sessions with presenters.

Commissary

Commissary services are available to detainees at this facility. Telephone cards are also sold via the facility commissary. Family members or other interested parties may deposit funds on an ICE detainee's Trust account in person at the facility or by following one of the sets of instructions below.

By Mail

1. Obtain money orders and / or cashier's checks made payable to detainee. Personal checks and cash are **not** accepted.
2. Mail money orders and / or cashier's checks in envelopes addressed in the following manner:

CCA Detainee Trust
(Detainee Last Name, Detainee First Name / Detainee CCA Commissary #)
Facility: CLCTY
P.O. Box 933488
Atlanta, GA 31193-3488

3. Make sure senders first and last name and return address is on the envelope.
4. Do **NOT** include and correspondence such as letters, cards, pictures, or packages with the money order or cashier's check. None of these items sent to this address will be forwarded to the detainee or returned to sender.

By Western Union

1. You can send money via Western Union by using the Internet, by phone or by a Walk-in Cash Payment. The website for internet is www.westernunion.com/corrections. The phone number for phone quick collect is 1-800-634-3422.
2. To send money via a Western Union Walk-In Cash Payment Location the following is a sample of a quick collect form.

SAMPLE Quick Collect PAYMENT FORM
WESTERN UNION

WESTERN UNION GOLD OR PREFERRED CARD NUMBER
Número de la tarjeta Gold o Preferida de Western Union

Card Members Fill Out Yellow Shaded Area Only / Los tarjetahabientes solamente necesitan llenar el área amarilla

1 PAYMENT INFORMATION INFORMACIÓN DEL PAGO

ENTER \$ AMOUNT Dollar Amount Not To Exceed US \$5,000
El monto en dólares no debe exceder US \$5,000

When sending \$1,000 or more, you must provide identification and additional information.
Al enviar \$1,000 o más, usted deberá proporcionar identificación e información adicional.

Pay to / Págame a: **CORRECTIONS CORP OF AMERICA**
Company Name/Nombre De La Compañía

Attention: **LEAVE THESE TWO AREAS BLANK**

Reference Number / Número de Referencia: **AREAS BLANK**

City / Ciudad: **TRUSTCCA** State / Estado: **TN**

AGENT USE ONLY
Solo para uso del Agente
Additional customer information on the back of this page.
Información adicional para el cliente de reversa de la hoja.

Money Transfer Control Number / Número de control de transferencia

Date / Fecha	Time / Hora
Amount / Cantidad	\$
Transfer Fee / Cargo por la transferencia	\$
Tax / Impuesto	\$
Total Amount Collected / Cantidad total cobrada	
Rate of Exchange / Tipo	Amount to be Paid* / Cantidad a pagar*

SAMPLE ONLY

2 SENDER INFORMATION INFORMACIÓN DEL REMITENTE

Sender's Name / Nombre del remitente: **John Doe (Sender's Name)**

Account Number With Company / Número de cuenta con la compañía: **1234567ORTIZ (commissary#last name)**
*Note: no space between # and name

Telephone / Teléfono: **(000) 000-0000**

Address / Dirección: **123 ANYWHERE STREET**
Street/Calle y número

ANYTOWN **STATE** **00000**
City/Ciudad State/Estado Zip/Código Postal

***IN ADDITION TO THE TRANSFER FEE, WESTERN UNION ALSO MAKES MONEY WHEN IT CHANGES YOUR DOLLARS INTO FOREIGN CURRENCY. PLEASE SEE ATTACHED PAGES FOR MORE INFORMATION REGARDING CURRENCY EXCHANGE. ♦ IF THE EXCHANGE RATE FOR YOUR TRANSACTION WAS DETERMINED AT THE TIME YOU SENT THE MONEY, THE CURRENCY TO BE PAID OUT AND THE EXCHANGE RATE ARE LISTED ON YOUR RECEIPT. OTHERWISE, THE EXCHANGE RATE WILL BE SET WHEN THE RECEIVER RECEIVES THE FUNDS. ♦ CERTAIN TERMS AND CONDITIONS GOVERNING THIS TRANSACTION AND THE SERVICES YOU HAVE SELECTED ARE SET FORTH ON THE ATTACHED PAGES. BY SIGNING THIS RECEIPT, YOU ARE AGREEING TO THOSE TERMS AND CONDITIONS.**

***ADemás DE LOS CARGOS POR EL SERVICIO DE TRANSFERENCIA, WESTERN UNION TAMBIÉN GANA DINERO CUANDO CAMBIA SUS DÓLARES A MONEDA EXTRANJERA. POR FAVOR LEA EN LAS PAGINAS ANEXAS MÁS INFORMACIÓN SOBRE EL CAMBIO DE MONEDA. ♦ SI EL TIPO DE CAMBIO PARA SU TRANSACCIÓN FUE FIJADO EN EL MOMENTO EN EL QUE ENVÍO EL DINERO, LA MONEDA EN LA QUE SE HARÁ EL PAGO Y EL TIPO DE CAMBIO SE INDICARÁN EN EL RECIBO. DE LO CONTRARIO, EL TIPO DE CAMBIO SE FIJARA CUANDO EL DESTINATARIO RECIBA LOS FONDOS. ♦ ALGUNOS TÉRMINOS Y CONDICIONES QUE REGEN ESTA TRANSACCIÓN Y LOS SERVICIOS QUE USTED HA ELEGIDO SE ESTABLECEN EN LAS PAGINAS ANEXAS. AL FIRMAR ESTE RECIBO, USTED DECLARA QUE ESTÁ DE ACUERDO CON ESOS TÉRMINOS Y CONDICIONES.**

QFMQCDOMB (06/05)

3 CONSUMER SIGNATURE FIRMA DEL CLIENTE

Western Union® Payment Services
1

Contacting Us

Detention

If you need information about a detainee you may call (661)328-4591 during normal business hours. When you do call, please have his or her biographical information ready, including first, last and hyphenated names, any alias names he/she may use, date of birth and country of birth. If you do not have this information, we may not be able to help you.

The only information you will receive is the detainee's alien registration number. If you need to get in touch with a detainee you will need to call 661-328-4591 and leave the detainee's full name, alien registration number and a telephone number where you can be reached. He or she will be given your message.

Freedom of Information Act (FOIA)

All FOIA/PA requests must be submitted on form [G-639](#) (Freedom of Information / Privacy Act Request) or in letter format. All requests must contain the original notarized signature of the subject in question. Please complete the form G-639 thoroughly and if writing a letter, be sure to include your full name, any other names used, date of birth, place of birth, A-number, and your address and telephone number so that we may contact you if we have any questions.

Mail your FOIA/PA request to:

Immigration and Customs Enforcement
Freedom of Information Act Office,
800 North Capitol Street, NW, Room 585
Washington, DC 20536
Telephone: – 1-866-633-1182
E-mail – ICE-FOIA@dhs.gov

Finding the status of your court case

Immigration Court

For information about a matter before the Immigration Court, you may contact them at 1-800-898-7180. Applications for relief from removal, stay of removal, and other applications requested by the Immigration Judge must be filed directly with the Immigration Court at the address above.

Board of Immigration Appeals (BIA)

For information about a matter before the Board of Immigration Appeals (BIA), you may contact them at (703)605-1007 to obtain automated information and/or speak to a live representative during office hours. Their menu of automated options includes:

- Information about the Board's mailing address, location, and web site information
- Appeals and motions
- Transcripts and briefs
- Board decisions and stays of deportation
- Change of address
-

Legal Help

Click the link for a list of [pro bono representatives](#) nationwide who might be able to assist you.

Talking with the Press/Media

The Facility has a responsibility to protect the privacy and other rights of detainees and members of the staff; therefore, interviews will be regulated to ensure the orderly and safe operation of the Facility. Ordinarily, live television or radio interviews will not be permitted in the facility.

Contacts with the Media

Detainees may correspond with the media and may use facility telephones at their own expense to call the media.

Personal Interviews

A news media representative who desires to conduct an interview with a detainee must apply in writing to the San Francisco Office of Enforcement and Removal Operations, indicating familiarity with and agreement to comply with the rules and regulations of the Facility as provided to that person by staff.

Detainee Consent

A detainee has the right not to be interviewed, photographed, or recorded by the media. Before interviewing, photographing, or recording the voice of a detainee, a visiting representative of the media must obtain written permission from that individual.

Press Information Office

For media inquiries about ICE activities, operations or policies, contact the ICE Office of Public Affairs at (202) 732-4242.

Feedback

We strive to provide quality service to people in our custody as well as their families, friends, and official representatives. If you believe that we have not lived up to this commitment, we would like to know. If we have met or exceeded your expectations, please let us know that as well. To comment on the services provided at this office, please write to:

Field Office Director, Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
630 Sansome Street
San Francisco, CA

If you feel that an ICE or Corrections Corporation of America employee mistreated you and wish to make a complaint of misconduct, you may call or write to:

Field Office Director, Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
630 Sansome Street
San Francisco, CA
Telephone: (415)844-5512

or

Director, Office of Professional Responsibility
U.S. Immigration and Customs Enforcement
Potomac Center North (PCN)
500 12th St, SW
Washington, DC 20024
(202)514-2373

or

Department of Homeland Security
Joint Intake Center, ICE/CBP
P.O. Box 14475
1200 Pennsylvania Avenue, NW
Washington, DC 20044
Telephone: (202)344-1016
Fax: (202)344-3390
Email: Joint.intake@dhs.gov

Local Procedures

Bonds

To post a Departure or Delivery Bond

These bonds are posted when a person has been placed into Removal/Deportation Proceedings while in the United States. The person supplying the bond money must show proof of identity and lawful immigration status. This person (the obligor) is responsible for ensuring that the alien presents himself before an officer or agent of this agency whenever a request is made. For bond information, please call (661)328-4500 and ask to speak to the Deportation Officer handling the case. You must have the last name of the detainee and alien registration number before calling.

To post an immigration bond for an alien being detained by ICE, you must post the bond at:

Immigration and Customs Enforcement
800 Truxtun Ave,
Bakersfield, CA 93301

Mondays through Fridays (except public holidays) between the hours of 9:00am and 3:00 pm.

Immigration bonds may be paid with a Cashier's Check, or U.S. Postal Money Order. Please make payment to Department of Homeland Security.