

# **CDCR 101:**

## **Dealing with a Difficult Bureaucracy**

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1. Useful online resources:

**CDCR**

<http://CDCR.ca.gov>

The inmate locator -- <http://inmatelocator.cdcr.ca.gov/search.aspx>

Title 15 -- [http://cdcr.ca.gov/Regulations/Adult\\_Operations/docs/Title15-2014.pdf](http://cdcr.ca.gov/Regulations/Adult_Operations/docs/Title15-2014.pdf)

The Department Operations Manual --

[http://cdcr.ca.gov/Regulations/Adult\\_Operations/docs/DOM/dom%202014/2014%20DOM.pdf](http://cdcr.ca.gov/Regulations/Adult_Operations/docs/DOM/dom%202014/2014%20DOM.pdf)

**Health Care Receiver's Office**

<http://cphcs.ca.gov/>

<http://cphcs.ca.gov/imspp.aspx>

<http://cphcs.ca.gov/patient-education.aspx>

<http://cphcs.ca.gov/contact.aspx>

**Prison Law Office**

<http://Prisonlaw.com>

<http://prisonlaw.com/research.php>

2. Maintaining Contact with your client

A. Legal Mail

1. Must be labeled properly for ingoing and outgoing (see 15 CCR §. 3141 et seq.)

- a. Ingoing mail: Must have name, title, return address and office of the sender. Address must match the address on file with the State Bar. Not necessary to write "confidential" on the envelope.

- b. Outgoing mail: Must be addressed to an attorney, official, or office listed in 15 CCR § 54010.11. **MUST BE LABELED CONFIDENTIAL** to be treated as legal mail.
- 2. Forwarding Confidential Correspondence.
  - a. All confidential correspondence for inmates who have transferred must be forwarded and will be done on a daily basis. 15 CCR § 3133(g)
  - b. Do not forward client's mail to non-attorneys.
- 3. What can you send? (See 15 CCR § 3134 for complete list)
  - Postage embossed envelopes (40 max)
  - Postage stamps (40 max)
  - Writing tablets (unclear about binding)
  - Typing paper
  - Legal paper
  - Photographs
- 4. What does it mean to treat mail as "confidential"?
  - a. Staff will bring incoming confidential mail to prisoner and open in his or her presence, and will inspect the letter for contraband, but may not read it. Rule on enclosures is hazier (see 15 CCR § 3145). Prisoners must sign a log for legal mail.
  - b. For outgoing mail, prisoner must present unsealed letter to designated staff for physical inspection.
- 5. Space limitations (15 CCR § 3161)
  - a. Generally permitted to have only six cubic feet of property in their cells.
  - b. May retain one additional cubic foot of property consisting of documents relating to an active cases. If documents exceed one cubic foot, they can request that the documents be stored at the prison. (The prison will not, however, store law books.)

**B. Confidential Phone Calls**

- 1. Regulations permit confidential attorney phone calls on a case-by-case basis. (15 CCR § 3282(g).) Little regulatory guidance on what justifies a

confidential call, and the Warden or designee has total discretion whether to approve or deny the call request.

As long as the attorney/client communication privilege is not violated, a confidential call may be denied where the institution head, or his/her designee, determines that normal legal mail or attorney visits were appropriate means of communication and were not reasonably utilized by the inmate or attorney.

2. How to request: Attorneys must submit a request in writing to the prison's litigation coordinator. (See attached list of Litigation Coordinators with fax numbers.)

a. Sec. 3281(g)(1) lists the identifying information required, and describes the declaration that must accompany the application.

b. As a practical matter, many prisons have their own application to complete for confidential phone calls, and you should contact the Lit. Co to ask them to send you one.

c. To justify a call over written communication, we emphasize, where applicable, client's illiteracy, need for expedited response, concern about including sensitive case information on paper, etc.

3. Confidentiality: generally, clients are brought to a correctional counselor's office for the calls.

a. Staff will observe, but cannot listen.

b. Those lines are not recorded.

c. If the counselor refuses to leave the office, consider ending call and contact the litigation coordinator. (Up to client.)

#### C. Visiting (See 15 CCR § 3178)

1. Prisons are required to provide confidential accommodations for attorneys and attorney representatives.

2. Attorneys are supposed to visit during the prison's regular visiting hours. However, if regular visiting is held only on weekends, then the prison must accommodate the attorney during regular business hours.

3. If you have not been previously cleared at a prison, you should contact the litigation coordinator to request a visit at least five business days before the visit. If you are already cleared, you must give at least two business days' notice.

4. During the visit, you may give documents to your client to keep. HOWEVER, you are required to hand them first to a staff person for physical inspection. You may also take documents from your client, subject to inspection.

5. You may bring in with you: paper, money for vending machines, audio or video recording equipment, with sealed "audio tapes" or "video tapes." If in doubt, just ask.

6. Dog Searches: beginning in Feb, 2015, prisons will be rolling out new dog teams, searching all visitors for drugs and/or cell phones. (15 CCR §§ 3172.2(c). and 3410.1.)

a. Never take your cell phone into prison.

b. If you are taking prescribed medications that you must take into the prison with you, you must also bring a valid prescription.

c. Regs create two classes of people: "visitors" and "employees, contractors and volunteers."

1. Visitors will be asked for their consent to be sniffed. If they decline, they will not be able to have a contact visit that day, and will be limited to non-contact visits for the next two visits.

2. If the dog gives a positive alert, the visitor must submit to an unclothed search as condition of the visit.

3. Employees, contractors and volunteers have no option of refusing the dog sniff.

4. If positive alert, they are subject to a patdown search. Refusing search = permanent exclusion from all prisons.

5. Regs do not specify whether legal visitors will be treated as the first or second group.

d. Dogs are apparently highly sensitive -- USE CAUTION.

### 3. Accessing your client's Central File

A. Prisoners have the right to review the non-confidential portions of their Central Files. With a signed authorization, you can review your client's C-file. (DOM §§13030.14, 13030.16.)

B. Conversion to Electronic Records Management System

- C. Structure of Central File (See attachment)
- 4. What to do when your client complains about conditions at the prison.
  - A. Administrative appeals – 3 main types
    - 1. 602-HC: Pink appeal, only for health care-related complaints
    - 2. 1824: Yellow, only for Disability-related complaints
    - 3. 602: Green, for most other issues.
  - B. Attorneys' role in appeals
    - 1. Attorney can submit his or her own appeal regarding visiting or legal mail issues. 15 CCR § 3179(b) and (c). Do not use 602 form – instead, write letter to Warden, who is supposed to respond within three weeks. If the response is not satisfactory, submit the appeal to the CDCR Director, who must respond within four weeks.
    - 2. Attorneys can also complete the appeals forms and send them to their clients for signature and submission. PLO handout on appeals has all forms attached.
  - C. Safety: If your client complains that he or she is in imminent danger at the prison, consider writing to the Warden on your client's behalf. However, keep in mind that doing this may result in your client being placed in administrative segregation as a result.)
  - D. Medical Care: CDCR is under Receivership for health care
    - 1. If you are concerned about level of care your client is receiving, or you have concerns that he/she is being ignored, contact Receiver's info line.
    - 2. To get substantive response, must submit a medical authorization from client. (Attached, and available online.)
    - 3. If you are concerned re urgent medical need, and/or your client has exhausted his 602-HC without resolving problem, can contact PLO.
    - 4. Valley Fever: In the next week, most non-condemned male prisoners will be offered the test for Valley Fever immunity. Those who test negative (i.e., they are not immune) will be ineligible for housing at PVSP and ASP

(including those currently housed at those prisons). May result in considerable statewide shuffling.

5. Useful PLO Resources (See attached)

California State Prisoners' Handbook (not available on line)

How to file an Administrative Appeal

Calculating Release Dates

Population Reduction Updates

Medical Parole/Compassionate Release

Elderly Prisoner Parole

Youthful Offender Parole Hearings

Rights Regarding Disciplinary Proceedings

Prop. 47

# C-File Sections



## **CENTRAL FILE SECTIONS AND DOCUMENTS (APPENDIX 3-B)**

(The Central File is divided into 11 sections. Within each section, like documents should be grouped together in chronological order, with the most recent information on top.)

### **Case Summary Section**

- Order of Filing (CDCR Form 261)
- Chronological Inmate History (CDCR Form 112)
- Legal Status Sheet (LSS) (CDCR Form 188)
- Cumulative Case Summary/Probation Officer's Report (POR)
- Latest report to the Parole Board
- Criminal Identification and Information (CI&I)/FBI State Summaries – Criminal History
- Penal Code § 1203.03 (90-day diagnostic) reports
- Penal Code § 1170(d) (sentencing) reports
- Time Credit Waiver (CDCR Form 916)
- Other related forms and documents

### **Legal Documents Section**

- Legal Status Audit Sheets (CDCR Form 1151)
- Legal Processing Unit (LPU) Document Transmittal (CDCR Form 1130)
- Personal/Confidential Information Disclosure/Access Log (CDCR Form 819)
- Minute Order
- Abstract of Judgment (AOJ)
- Court remittitur(s)
- Court decisions
- Sentencing transcript
- Penal Code § 1203.01 (statement of views of judge and District Attorney) reports
- Information
- Legal correspondence
- Body Receipt (CDCR Form 123)
- Fingerprint Card(s) (CDCR Form 138)
- Other related forms and documents

### **Classification Section**

- Custody Classification – Assignment (CDCR Form 262)
- Re-Classification Score Sheet (CDCR Form 840)
- Notice of Critical Case Information – Safety of Persons (CDCR Form 812)
- Notice of Critical Information – Prison Gang Identification (CDCR Form 812-A)
- Notice of Critical Information – Disruptive Group Identification (CDCR Form 812-B)
- Notice of Classification Hearing (CDCR Form 128-B-1) (filed on a Chrono Sheet – Classification [CDCR Form 108-A])
- Order and Hearing for Placement in Segregated Housing (CDCR Form 114-D)
- Classification Score Sheet (CDCR Form 839)

**Classification Section (cont.)**

All Classification Chronos (CDCR Forms 128-G) (filed on a Chrono Sheet –  
Classification [CDCR Form 108-A])  
Other related forms and documents

**Disciplinary Section**

Notice of Pending CDCR 115 (CDCR Form 804)  
Rules Violation Reports (CDCR Form 115s) and attached Incident Reports  
Security Housing Unit (SHU) Term of Initial Confinement (CDCR Form 629-A)  
and Re-Determination of SHU Confinement Term (CDCR Form 629-B)  
District Attorney (DA) response  
Other incident reports

**General Chronos Section**

Custodial Counseling (CDCR Form 128-A) (filed on a Chrono Sheet – General [CDCR  
Form 108])  
Application for Restoration of Credit (CDCR Form 958)  
Notice in Case of Death or Illness (CDCR Form 127) and all CDCR Form 128s except  
for A, B-1, E, and G (filed on a Chrono Sheet – General [CDCR Form 108])  
All CDCR Forms 101 and 128-E Chronos (filed on a Chrono Sheet – Work Reports  
[CDCR Form 109])  
Other related forms and documents

**Miscellaneous Section**

Inmate Time Cards and Time Chronos (CDCR Form 191) (taped on an 8" x 11" sheet of  
paper)  
Inmate/Parolee Appeal Form (CDCR Form 602)  
Miscellaneous correspondence  
Power of Attorney and Authorization for Deposit (CDCR Form 345)  
Temporary Community Leave (TCL) Request (CDCR Form 601)  
Agreement to Participate in Community Work Furlough Program (CDCR Form 1604)  
Other related forms and documents

**Detainers Section**

Detainer Summary (CDCR Form 850)  
Detainers (all documents related to specific detainers together)  
All non-confidential notices  
Advance release notices  
Other related forms and documents

**Parole Section**

- Parole violation/activity reports
- Release Statement (CDCR Form 102)
- Notice and Conditions of Parole (CDCR Form 1515)
- Notice of Registration Requirement (DOJ Form SS 8047)
- Release Program Study (CDCR Form 611)
- Other related forms and documents

**BPH and NAEA Section**

- Addenda
- Permanent addenda
- Board decision forms
- BPH/NAEA appeals
- Board-generated psychiatric reports
- Other related forms and documents

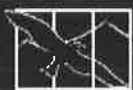
**Microfiche Section**

- Microfiche duplicate copy of previously filmed records

**Confidential Section**

- Confidential file folder containing material designated as confidential

# PLO Resources



# PRISON LAW OFFICE

Protecting the constitutional rights of California prisoners.

[HOME](#) | [ABOUT US](#) | [CURRENT EVENTS](#) | [MAJOR CASES](#) | [JOB OPPORTUNITIES](#) | [RESOURCES](#)

## RESOURCES

- California State Prisoners Handbook, Fourth Edition (2008) and 2011 Supplement

### PROPOSITION 47 NEW

- Information Re: Proposition 47 (3/15) also in Spanish (older version) Informacion Sobre La Propuesta 47 (11/14)

### CALIFORNIA PRISON CONDITIONS

- How to file an Administrative Appeal (1/13) also in Spanish Como Tramitar una Apelacion Administrativa (1/13)
- Requesting Investigations of Staff Misconduct and Conditions of Confinement Problems (7/13) also in Spanish (older version) Investigaciones de Mala Conducta de Personal u Otras Condiciones de Problemas en Encierro (11/11)
- Information About California's Prison Population Reduction Plans (6/15) NEW also in Spanish (older version) El Hacinamiento en las Prisiones de California/Planes Para Reducir la Poblacion Penitenciaria (3/15)
- Rights Regarding Prison Disciplinary Proceedings (3/10) also in Spanish Los Derechos de Los Presos en Relacion Con Graves Cargos Disciplinarios (3/10)
- Rights of Prisoners in Administrative Segregation (5/14) also in Spanish (older version) Los Derechos de Los Presos en la Segregation Administrativa (6/10)
- Calculating Release Dates (9/12), New Sentence Credit Laws (2/14) and addenda on Increased Time Credits for second Strike Sentences (5/14), and Minimum Custody 2-for-1 Credits (6/15) NEW some information also in Spanish Informacion re: Nuevas Leyes de Creditos de Buena Conducta (2/14)
- Information on Out-of-State Transfers (7/13) also in Spanish Informacion Relativa a las Transferencias a Prisiones Fuera del Estado (3/12)
- Information on New Classification Regulations (10/12)
- Information Re: Improper or Unlawful Use of Force by CDCR Staff (12/11) also in Spanish Informacion Re: El Uso de Fuerza Excesivo o Ilegal Por Parte Del Personal Del CDCR (12/11)
- Security Threat Group (Gang) Validation, Placement and Debriefing (11/14) NEW also in Spanish (older version) Carta Informativa Sobre la Validacion de Pandilla y Como Renunciar una Pandilla (Debriefing) (12/12)
- Valley Fever Information for Prisoners (1/15)
- Incarcerated Parents Manual, Grandparent Caregiver Manual, and Manual on Suing Local Public Entities on the Legal Services for Prisoners with Children website
- State Habeas Corpus Manual (11/08) and State Habeas Corpus Form also in Spanish Procedimiento Para Habeas Corpus Estatal (11/08)
- Lawsuits for Money Damages Against Prison Officials Manual (7/12) also in Spanish Demandas Contra Oficiales de Prision para Indemnizacion por Danos y Perjuicios (7/12)
- D. Specter, *Everything Revolves Around Overcrowding: The State of California's Prisons*, Federal Sentencing Reporter, Vol. 22, No. 3 (2010)

### CALIFORNIA PAROLE SUITABILITY, CONDITIONS AND REVOCATION

- Parolee Rights Manual (8/13) also in Spanish -- Manual De Los Derechos Para Los Presos En Libertad Condicional (8/13)
- Non-Violent Second Strike Parole Consideration (1/15) NEW
- Medical Parole and Compassionate Release (5/2015) NEW also in Spanish (older version (7/14) Libertad Provisional Medica y Libertad Compasiva
- Information Re: Elderly Prisoner Parole (1/15) NEW
- Youthful Offender Parole Hearings (SB 260) (5/14) also in Spanish Libertad Provisional Para Delinquentes Menores de Edad en California (SB 260) (5/14) plus update on SB 261 Proposal to Expand Youthful Offender Parole Hearings (5/15)
- How to file an Administrative Appeal (1/13) also in Spanish Como Tramitar una Apelacion Administrativa (1/13)
- Benefits Available to Paroling and Discharging Inmates (8/11)

- Community Resource Directory for Parolees (on the CDCR website)
- Sex Offender Registration and Residence/Proposition 83 Information (5/15) NEW also in Spanish (older version) Informacion Sobre el Reglstro, Aplazamientos y Requisitos de Residencia para de Delicuentes Sexuales (12/10).
- State Habeas Corpus Manual (11/08) and State Habeas Corpus Form
- Federal Habeas Corpus Manual (1/15)

**ARIZONA PRISON CONDITIONS**

- *Parsons v. Arizona* Case Settlement Fact Sheet (10/14)
- Information About Arizona's Inmate Grievance System (Medical and Non-Medical) (4/13) medical grievance information also in Spanish Informacion Sobre la Systema de Quejas Medica de los Presos de Arizona (4/13)
- Information on Suing Arizona Prison Officials (12/13), Pro Se Handbook (9/13) and Section 1983 Civil Rights Lawsuit Complaint Form (5/13)

**IMMIGRATION/DEPORTATION**

- Information for California State Prisoners with Immigration Holds (3/12) also in Spanish Informacion Para Prisioneros del Estado de California con Ordenes de Retencion Migratorias (3/12)

**CALIFORNIA CRIMINAL CASES**

- Information Re: Direct Appeals of Criminal Convictions(1/12) also in Spanish Information re: Apelaciones Directas a Condenas Delictivas (1/12)
- Collateral Attacks on Criminal Convictions by State and Federal Petitions for Writ of Habeas Corpus (8/09) also in Spanish Los ataques colaterales en las condenas penales estatales y federales a travÃ©s de peticiones de habeas corpus(8/09)
- Challenging a Conviction or Sentence After a Plea Bargain(10/13)
- State Habeas Corpus Manual (11/08) and State Habeas Corpus Form
- Federal Habeas Corpus Manual (1/15) NEW
- Information Re: California's Three Strikes Law (Including Proposition 36)(1/15) NEW also in Spanish (older version) Informacion Sobre la Ley de Tres Fallas ("Three Strikes") de California (Incluye la Propuesta 36) (7/14).

**JUVENILE EDUCATION RIGHTS**

- I Think I Need Special Education Services -What Do I Do? (12/11)
- Know Your Rights: Suspension (12/11)
- Know Your Rights: Expulsion (12/11)
- Know Your Rights: Suspension/Expulsion for Students with Exceptional Needs or a Disability (12/11)

**Related Links**

**California Department of Corrections and Rehabilitation Website:**

The latests facts and figures about the state prison population; includes information about Adult Programs and Operations, the Division of Juvenile Justice and the Board of Parole Hearings, plus links to the CDCR Operations Manual, regulations and administrative bulletins

**California Department of Corrections and Rehabilitation Regulations**

**California Prison Medical Care Receiver**

**ACLU National Prison Project:**

More information about legal challenges to prison conditions, including a list of interesting publications

**The Civil Rights Litigation Clearinghouse:**

A collection of documents and information from civil rights cases across the United States, including hundreds of prison and jail conditions lawsuits.

**Legal Services for Prisoners with Children:**

A non-profit that advocates for prisoners and parolees with children and publishes free self-help information on various related issues.

**UnCommon Law:**

A law office representing California prisoners and parolees and specializing in life prisoner parole suitability matters. Includes helpful information about the parole suitability process.

**Root and Rebound:**

A non-profit legal organization providing information and advocacy to protect the rights of former prisoners reintegrating into the community. Includes an extensive Roadmap to Re-entry Guide

**Prison Legal News:**

Reporting on prison news and court decisions

**Prison Links.com:**

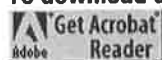
Links to a variety of prison issue websites

**Nolo Press Website:**

Many free legal research and information resources, along with information on low cost self-help legal products

**You will need Acrobat Reader to view some of these documents.**

**To download a free version of Acrobat Reader, click on this button.**



# Litigation Coordinator

## Contacts



**DEPARTMENT OF CORRECTIONS PRISONS  
LITIGATION COORDINATOR NAME & NUMBERS**

**2014**

**ASP - Avenal State Prison**  
P.O. Box 8 (Admin)  
#1 Kings Way  
Avenal, CA 93204  
**L.C. Virginia Carr**  
(559) 386-6074  
(559) 386-0767 FAX

**CAL - Calipatria State Prison**  
P.O. Box 5001 (Admin)  
7018 Blair Road  
Calipatria, CA 92233  
**L.C.**  
(760) 348-7000 (Ext. 5167)  
(760) 348-6064 FAX

**CCC - CA Correctional Ctr.**  
P.O. Box 790 (Admin)  
711-045 Center Rd.  
Susanville, CA 96127-0790  
**L.C. Wayne Dennler \*\*\*\***  
(530) 257-2181 (Ext. 4623)  
(530) 252-3028 FAX

**CCI - CA Correctional Institute**  
P.O. Box 1031 (Admin)  
End of Highway 202  
Tehachapi, CA 93581  
**L.C. Brian Snider**  
(661) 822-4402 (Ext. 3047)  
(661) 823-5023 FAX

**CCWF - Cent. CA Women's Fac.**  
P.O. Box 1501 (Admin)  
23370 Road 22  
Chowchilla, CA 93610  
**L.C. Bart Fortner/Priscilla**  
(559) 665-5531 (Ext. 5113)  
(559) 665-6020 FAX

**CEN - Centinela State Prison**  
P.O. Box 731 (Admin)  
Imperial, CA 92251-0731  
**L.C. Laurie Shipman/Rhonda**  
(760) 337-7900 (Ext. 5608)  
(760) 337-7650 FAX

**CIM - CA Institute for Men**  
P.O. Box 128 (Admin)  
14901 Central Ave.  
Chino, CA 91710  
**L.C. Lewis Jeffers**  
(909) 606-7063  
(909) 606-7093 FAX

**CIW - CA Institute for Women**  
P.O. Box 6000 (Admin)  
Corona, CA 91718  
**L.C. Jeffery Richardson**  
(909) 597-1771 (Ext. 4932)  
(909) 606-4960 FAX

**CMC - CA Men's Colony**  
P.O. Box 8101 (Admin)  
Highway 1  
San Luis Obispo, CA 93409  
**L.C. Edgar Pitoniak**  
(805) 547-7947  
(805) 547-7791 FAX

**CMF - CA Medical Facility &  
Northern Reception Ctr.**  
P.O. Box 2000 (Admin)  
Vacaville, CA 95696  
**L.C. B.C. Williams**  
(707) 448-6841 (Ext. 6510)  
(707) 448-1467 FAX  
Sara (Secretary)  
(707) 449- 6520

**COR - CA State Prison - Corcoran**  
P.O. Box 8800 (Admin)  
Corcoran, CA 93212-8800  
**L.C. Mary Kimbrell**  
(559) 992-6174  
(559) 992-7372 FAX

**COR II - SATF**  
PO Box 7100 (Admin)  
Corcoran, CA 93212  
**L.C. Joanna Cordova**  
(559) 992-7100 (7206)  
(559) 992-7191 FAX

**CRC - CA Rehab. Center**  
P.O. Box 1841  
Norco, CA 91760  
**L.C. Henry Hernandez**  
(951) 273-2918  
(951) 736-1488 FAX

**CSP - SAC CA St. Prison - Sac.**  
P.O. Box 290066 (Admin/Inmate)  
Represa, CA 95671-0066  
**L.C. Linda Young**  
(916) 294-3011  
(916) 294-3072 FAX

**CSP - SOL CA State Prison Solano**  
P.O. Box 4000 (Admin/Inmate)  
Vacaville, CA 95696-4000  
**L.C. Tanya Lewis**  
(707) 454-3263  
(707) 454-3429 FAX

**CSQ - CA State Prison-San Quentin**  
San Quentin, CA 94964 (Admin)  
**L.C.**  
(415) 455-5112  
(415) 454-6288 FAX

**CTF - CA Training Facility**  
P.O. Box 686 (Admin)  
Highway 101N  
Soledad, CA 93960  
**L.C. Dan Pherigo**  
(831) 678-3951 (Ext. 5826)  
(831) 678-5806 FAX

**CVSP - Chuckawalla Valley State Prison**  
P.O. Box 2289 (Admin)  
Blythe, CA 92225  
**L.C. Gerome Olearnic**  
(760) 922-9754  
(760) 922-6855 FAX

**DVI - Deuel Voc. Institute**  
P.O. Box 400 (Admin)  
23500 Kasson Rd.  
Tracy, CA 95378-0004  
**L.C. Curtis Gamble**  
(209) 835-4141 (Ext. 6228)  
(209) 830-3922 FAX

**FOLSOM - CA State Prison - Folsom**  
Prison Road  
P.O. Box 71 (Admin/Inmate)  
Represa, CA 95671  
**L.C. Dan Johnson/Maryann**  
(916) 351-3038  
(916) 351-3086 FAX

**HDSP - High Desert State Prison**  
P.O. Box 750 (Admin)  
Susanville, CA 96128  
**L.C. Rich Drietch**  
(530) 251-5100 (Ext. 5072)  
(530) 251-5031 FAX

**ISP - Ironwood State Prison**  
P.O. Box 2229 (Admin)  
Blythe, CA 92226  
**L.C. Kendra Chambers**  
(760) 921-3000 (Ext. 5518)  
(760) 921-4307 FAX

**KVSP - Kern Valley State Prison**  
PO Box 5101  
3000 West Cecil Avenue (Admin)  
Delano, CA 93215  
**L.C. William Adams**  
(661) 721-6300 (6306)  
(661) 720-4949 FAX

**LAN - CA State Prison - Lancaster**  
44750 60th St., West  
Lancaster, CA 93536-7620  
**L.C. Kurt Carson**  
(661) 729-2000 (Ext. 5562)  
(661) 729-6994 FAX  
secretary: Sara (Ext: 5569)

**MCSP - Mule Creek State Prison**  
P.O. Box 409099 (Admin)  
4001 Highway 104  
Ione, CA 95640  
**L.C. Sherry West**  
(209) 274-5247  
(209) 274-5160 FAX  
**NKSP - North Kern State Prison**  
P.O. Box 567 (Admin.)  
Delano, CA 93215-0567  
**L.C. Laura Williams**  
(661) 721-3188  
(661) 721-6205 FAX

**PBSP** - Pelican Bay State Prison  
P.O. Box 7000 (Admin)  
Crescent City, CA 95531  
**L.C. Harlen Watkins**  
(707) 465-1000 Ex.9075  
(707) 465-9099 FAX

**PVSP** - Pleasant Valley St. Prison  
P.O. Box 8500  
Coalinga, CA 93210  
**L.C. Larry Mankin**  
(559) 935-7040 (Ext. 4985)  
(559) 935-4928 FAX

**RJD** - Richard J. Donovan Corr.  
Facility at Rock Mtn.  
480 Alta Road (Admin/Inmate)  
San Diego, CA 92179  
**L.C. Lt. Ramos (Acting)**  
(619) 661-7862  
(619) 661-6253 FAX

**SCC** - Sierra Conserv. Ctr.  
P.O. Box 497 (Admin)  
5100 O'Byrnes Ferry Rd.  
Jamestown, CA 95327  
**L.C. Lt. K. Loyd**  
(209) 984-5291 (Ext. 5392)  
(209) 984-3607 FAX

**SVSP** - Salinas Valley St. Prison  
PO Box 1020 (Admin)  
Soleda 93960-1020  
**L.C. Nellie Donnelly**  
(831) 678-5500 (Ext. 5573)  
(831) 678-5544 FAX

**VSPW** - Valley State Prison for Women  
P.O. Box 99 (Admin)  
Chowchilla, CA 93610  
**L.C. Rick Ratliff**  
(559) 665-6100 (Ext.5582)  
(559) 665-8919 FAX

**WAS** - Wasco State Prison  
PO Box 8800 (Admin)  
Wasco, CA 93280  
**L.C. Henry Cervantes**  
(661) 758-8400 (Ext. 5046)  
(661) 758-7093 FAX

#### **CALIFORNIA STATE HOSPITALS**

**ASH** - Atascadero State Hospital  
P.O. Box 7001 (Admin/Inmate)  
10333 El Camino Real  
Atascadero, CA 93423-7001  
(805) 468-2000  
(805) 466-6011 FAX

**PAT** - Patton State Hospital  
3102 East Highland Ave. (Admin/Inmate)  
Patton, CA 92369  
(909) 425-7000  
(909) 425-7250 FAX

#### **INSTITUTION DIVISION**

Toll Free Visiting Information  
1-800-374-8474



# Medical Records Authorization

**All sections** must be completed for the authorization to be honored. Use "N/A" if not applicable.

**I. Patient Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

CDCR #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**II. Individual/Organization Authorized to Release Personal Health Records if Other Than CDCR**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**III. Individual/Organization to Receive the Information**

[45 C.F.R. § 164.508(c)(1)(ii), (iii) & Civ. Code § 56.11(e), (f)]

*The undersigned hereby authorizes CDCR's Health Information Management to release the below health information pursuant to this authorization.*

Name: \_\_\_\_\_ Relationship to Inmate: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**IV. Authorization Expiration Event or Expiration Date for Release of Verbal Information/  
Written Correspondence**

[45 C.F.R. § 164.508(c)(1)(v) & Civ. Code § 56.11(h)]

Unless otherwise revoked by the inmate, this authorization for the release of my health care information to the above-named person or organization will expire upon (choose one):

☐ Date (mm/dd/yyyy): \_\_\_\_\_ ☐ Release from Custody

☐ Happening/conclusion of this event: \_\_\_\_\_  
(e.g., conclusion of litigation, completion of surgery)

**V. Hardcopy Health Care Records to be Released**

[45 C.F.R. § 164.508(c)(1)(i) & Civ. Code § 56.11(d), (g)]

A separate authorization is required for each request to release hardcopy records. Records for the following period of time are requested (must be completed to receive records):

☐ From (mm/dd/yyyy): \_\_\_\_\_ To (mm/dd/yyyy): \_\_\_\_\_

☐ Medical Services ☐ Dental Services ☐ Mental Health Services

☐ Communicable Disease ☐ Genetic Testing ☐ HIV Test Results

☐ Substance Abuse/Alcohol ☐ Other: \_\_\_\_\_

**Requests for Psychotherapy Notes require a separate CDCR 7385 in order to be fulfilled and may not be combined with any other request for health care records.**

☐ Psychotherapy Notes

**All sections** must be completed for the authorization to be honored. Use "N/A" if not applicable.

**VI. Purpose for the Release or Use of the Information**

[45 C.F.R. § 164.508(c)(1)(iv)]

- ☐ Health Care                      ☐ Personal Use                      ☐ Legal
- ☐ Other (please specify): \_\_\_\_\_

**VII. Authorization Information**

I understand the following:

1. I authorize the use or disclosure of my individually identifiable protected health information as described above for the purpose listed. I understand this authorization is voluntary.
2. I have the right to revoke this authorization. To do so I understand I can sign a cancellation notice and send it to my current institution's Health Information Management (health records). The authorization will stop further release of my protected health information on the date my valid revocation request is received by Health Information Management. [45 C.F.R. § 164.508(c)(2)(i)]
3. I am signing this authorization voluntarily and understand that my health care treatment will not be affected if I do not sign this authorization. [45 C.F.R. § 164.508(c)(2)(ii)]
4. Under California law, the recipient of the protected health information under the authorization is prohibited from re-disclosing the protected health information, except with a written authorization or as specifically required or permitted by law. [Civ. Code § 56.13]
5. If the organization or person I have authorized to receive the protected health information is not a health plan or health care provider, the released information may no longer be protected by federal and state privacy regulations. [45 C.F.R. § 164.524(a)(2)(v)]
6. I have the right to receive a copy of this authorization. [45 C.F.R. § 164.508(c)(4) & Civ. Code § 56.11(i)]
7. Reasonable fees may be charged to cover the cost of copying and postage related to releasing this protected health information. [45 C.F.R. § 164.524(c)(4) et seq. & California Health and Safety Code § 123110, et seq.]

**VIII. Patient Signature**

[45 C.F.R. § 164.508(c)(1)(vi) & Civ. Code § 56.11(c)(1)]

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions

**Note: Part IV is the request for release of verbal health care information or health care information as part of written correspondence, and Part V is the request for release of paper health care records.**

**Part I - "Patient Information":** Records the patient's full name (last, first, and middle), CDCR number, date of birth, and address if he/she is paroled or released (incarcerated patients do not need to provide an address).

**Part II - "Individual/Organization to Release Personal Health Records if Other Than CDCR":** Records the name and address of the individual or organization to release personal health records if other than CDCR.

**Part III - "Individual/Organization to Receive the Information":** Records who is to receive the information.

**Part IV - "Authorization Expiration Event or Expiration Date for Release of Verbal Information/Written Correspondence":** Used by the patient to limit the time period during which information may be shared. The patient selects one of the three check boxes.

- If the "Date" check box is selected, the patient enters the date he/she wants the authorization to expire.
- If the "Happening/conclusion of this event" check box is selected, the patient enters the event he/she wants the authorization to expire upon. This must be an event from which a date can be established.

**Part V - "Hardcopy Health Care Records to be Released":** Contains a designated line for the date range of hardcopy health care records to be released.

The bottom half contains nine check boxes. Patients check the boxes to release each specific type of information as detailed below:

- **"Medical Services"** is checked when the patient wishes to have information released related to medical care.
- **"Dental Services"** is checked when the patient wishes to have information released related to dental treatment.
- **"Mental Health Services"** is checked when the patient wishes to have information released related to mental health.
- **"Communicable Disease"** is checked when the patient wishes to have information released related to communicable disease testing and treatment. Communicable disease includes sexually transmitted infections.
- **"Genetic Testing"** is checked when the patient wishes to have information released related to genetic testing.
- **"HIV Test Results"** is checked when the patient wishes to have HIV test results released.
- **"Substance Abuse/Alcohol"** is checked when the patient wishes to have substance abuse/alcohol records released.
- **"Other"** is checked when the patient wishes to further restrict or further authorize the release of his/her medical information, and he/she is to write those wishes on the line provided.
- **"Psychotherapy Notes"** is checked when the patient wishes to have psychotherapy notes released.  
Requests for psychotherapy notes require a separate CDCR 7385 and may not be combined with any other request for health care records.

Under HIPAA, there is a difference between regular personal health information and psychotherapy notes. The following is HIPAA's definition of psychotherapy notes (§164.501):

*Psychotherapy notes means notes recorded (in any medium) by a health care provider who is a mental health professional documenting or analyzing the contents of conversation during a private counseling session or a group, joint, or family counseling session and that are separated from the rest of the individual's medical record. Psychotherapy notes excludes medication prescription and monitoring, counseling session start and stop times, the modalities and frequencies of treatment furnished, results of clinical tests, and any summary of the following items: diagnosis, functional status, the treatment plan, symptoms, prognosis, and progress to date.*



**Instructions (continued)**

**Part VI - "Purpose for the Release or Use of the Information":** Should have at least one box checked. The patient may utilize this section to check the provided boxes or select "Other" and describe the reason(s) he/she wants to have the information released. If the patient does not want to designate a purpose, he/she may check the "Other" box and state "At the request of the individual authorizing the release."

**Part VII - "Authorization Information":** Below this section are seven points which detail patient rights in regard to authorizing release of information.

1. Tells the patient that he/she is giving authorization voluntarily.
2. Explains how to stop this authorization. The patient may revoke the authorization by sending a notice stopping the authorization to the institution's Health Information Management. The authorization will be removed from the patient's medical record when the revocation is received by Health Information Management.
3. Explains that signing this authorization is voluntary and will not affect treatment.
4. Explains that the recipient of the protected health care information under the authorization is prohibited from re-disclosing the information, except with a written authorization from the patient or as specifically required under law.
5. Explains that the released information may no longer be protected by federal privacy regulations depending on the intended recipient of the released information.
6. Explains that the patient has the right to receive a copy of this authorization. This will be sent to the patient by Health Information Management.
7. Explains that reasonable fees may be charged to cover copying and postage costs related to releasing the patient's health information.

**Part VIII - "Patient Signature":** The bottom of page two is for the patient's or his/her representative's signature. The patient's printed name, signature, and date are to be entered in the boxes provided. If this authorization is completed by a patient representative (e.g., power of attorney, estate representative, next of kin), his/her printed name and relationship to patient, signature, and date are to be entered in the boxes provided. Also attached must be a copy of either the Power of Attorney, letters issued in estate proceeding, or declaration of next of kin.