

**DIVISION OF ADULT INSTITUTIONS
CALIFORNIA MEN'S COLONY**P.O. Box 8101
San Luis Obispo, CA 93409-8101**VISITING VERIFICATION DECLARATION**

Please state your business with the inmate: _____
Last Name of Inmate and CDCR Number

This document, or photocopy thereof, will verify that:
(Please check one)

_____ I am the Attorney of Record for the above mentioned inmate.

_____ I am the Court Appointed Attorney for this inmate.
(Please attach verification of assignment)

_____ I am the Investigator representing the Court Appointed Attorney for this inmate.
(Please attach verification of assignment from the attorney you represent)

_____ I am an Attorney wishing to interview this inmate as a witness.

_____ I am an Investigator wishing to interview this inmate as a witness.

_____ Other, explain: _____

This authorization is valid for 6 months and applies only to the inmate listed above, unless it is revoked.

Signature

Print Full Name

Date

CALIFORNIA MEN'S COLONY
PO BOX 8101
SAN LUIS OBISPO, CA 93409

PERSONAL DATA SHEET FOR ATTORNEY/INVESTIGATOR
VISITS AND DEPOSITIONS

TENTATIVE DATE AND TIME OF VISIT: _____ EAST/WEST

Complete this form (please type or print) and return it to the California Men's Colony Litigation Office as soon as possible along with written consent of the inmate(s) to visit and, if applicable, Proof of active registry with a state bar association.

FIRM/BUSINESS NAME: _____

FULL LEGAL NAME AND TITLE: _____

PRIOR NAME(S) USED: _____

ADDRESS: _____

CITY, STATE AND ZIP CODE: _____

DOB: _____ SSN (OPTIONAL): _____

DRIVERS LICENSE #: _____ (PLEASE PROVIDE COPY OF LICENSE)

STATE BAR # (IF APPLICABLE): _____ (PLEASE PROVIDE COPY OF BAR CARD)

INVESTIGATOR ID CARD # (IF APPLICABLE): _____ (PLEASE PROVIDE COPY OF CARD)

TELEPHONE #: _____ FAX #: _____

SIGNATURE: _____ DATE: _____

BY SIGNING THIS DOCUMENT, YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS
ATTORNEY/INVESTIGATOR VISITING INSTRUCTION PACKET.

INMATE NAME: _____ CDCR# _____

CASE NAME: _____ NUMBER: _____

COURT: _____ CLERK TEL # _____

LITIGATION COORDINATOR: H. CERVANTEZ TEL#: (805) 547-7947 FAX: (805) 547-7791

LITIGATION ASSISTANT: K. HARTZELL TEL#: (805) 547-7826

NOTE: five (5) working days are required to process your visiting request and to obtain the necessary security clearance for you to enter the institution following the receipt of this completed form. If you have not received confirmation of the visit prior to the scheduled date please call the litigation office.

YOU WILL NOT BE ALLOWED ENTERANCE INTO THE INSTITUTION UNTIL FINAL APPROVAL HAS BEEN GIVEN BY THE WARDEN.



CALIFORNIA DEPARTMENT OF CORRECTIONS

Name (Please Print)

Position

AGENCY

DIGEST OF LAWS RELATED TO ASSOCIATION WITH PRISON INMATES

For information and guidance of persons visiting or working with or around inmates of the Department of Corrections, the following is a Digest of Laws and Rules related to association with inmates

1. Warning sign is posted at the entrance to all public and business roadways onto the grounds of the institution, camps, and other department facilities where inmates of parolees are housed indicating that by entering these grounds you consent to the search of your person, property and vehicle.

*Reference: Sections 3173(c), 3288 Title 15, Division 3, California Code of Regulations;
Mathis v. Appellate Dept. 28 Cal. App 3d 1039*

2. Entry on institution property for unauthorized purposes will be considered trespass as provided in Section 602(j) of the Penal Code. Refusal of failure to leave property when requested to do so by an official will be considered trespass as provided in Section 602(p) of the Penal Code.

Reference: Section 3289, Title 15, Division 3, California Code of Regulations

3. It is a felony for anyone to assist inmates to escape. Bringing firearms, deadly weapons, explosives or tear gas on prison grounds, or giving inmates firearms, explosives, liquor, cocaine or other narcotics or any kind of drugs, including marijuana, is a crime.

*Reference: Section 2772, 2790, 4533, 4534, 4535, 4550, 4573, 4573.5, 4573.6, 4574,
4600 Penal Code*

4. Giving letters to inmates or taking letters out for inmates is a misdemeanor.

*Reference: Section 4570, Penal Code;
Section 3401, Title 15, Division 3, California Code of Regulations.*

5. Giving gifts or presents to inmates is not permitted.

*Reference: Section 2541, Penal Code;
Section 3399, Title 15, Division 3, California Code of Regulations*

6. Receiving gifts from inmates is not permitted.

*Reference: Sections 2540, 2541, Penal Code;
Sections 3399, 3424, Title 15, Division 3, California Code of Regulations*

7. Anyone who falsely identifies himself or herself to gain admission into a prison is guilty of a misdemeanor. Persons previously convicted of a felony in this state who come upon the grounds of a prison without permission of the official in charge are guilty of a felony.

*Reference: Sections 4570.5, 4571, Penal Code;
Sections 3173(n), Title 15, Division 3, California Code of Regulations*

8. Refusal of visitors to submit to search and inspection of their person and their vehicles and property brought onto the institution grounds by such persons may be cause for denial of visit.

*Reference: Sections 5054, 5058, Penal Code;
Sections 3173(c), 3177, Title 15, Division 3, California Code of Regulations*

9. For "cause" a person may be barred from entering an institution or facility.

*Reference: Sections 5054, 5058, Penal Code;
Sections 3176, Title 15, Division 3, California Code of Regulations*

10. Persons who are not departmental employees but are assigned to or engaged in work in any departmental facility must observe all rules, regulations, and laws governing the conduct of employees. Failure to do so may lead to exclusion.

*Reference: Sections 5054, 5058, Penal Code;
Sections 3385, 3415, Title 15, Division 3, California Code of Regulations*

11. In the event of an emergency situation that affects a significant portion of the inmate population at an institution, the visiting program and other program activities may be suspended during the period of emergency.

*Reference: Sections 2601(d), Penal Code;
Sections 3383, Title 15, Division 3, California Code of Regulations*

12. Employees must not permit inmates or others to use hostages to escape from custody or otherwise interfere with orderly institution operations. Hostages will not be for bargaining purposes. All inmates, visitors, and staff will be informed of this regulation.

*Reference: Sections 5054, 5058, Penal Code;
Sections 3304, title 15, Division 3, California Code of Regulations*

13. No person shall make verbal or written statements concerning a discharged inmate for the purpose of depriving him/her of employment or of procuring same, or for extortion.

Reference: Sections 2497, Penal Code

14. It is unlawful for inmates to have or possess tobacco. Giving tobacco to an inmate is not permitted.

*Reference: Section 31110.9.1, Department of Corrections Operations Manual;
Senate Bill 384*

I have read and understand the implications of the above information.

Signature

Date

DEPOSITIONS WILL BE SCHEDULED WITH THE LITIGATION COORDINATOR IN ACCORDANCE WITH THE CALANDER AVAILABILITY – All depositions on calendar may be subject to rescheduling depending on the needs of CMC. If this should occur, the affected attorneys will be notified as soon as possible of the cancellation and given an opportunity to reschedule the deposition.

The Day of the Attorney Visit/Deposition

- ❖ Upon arrival, you **must** present a **valid California Driver's License, photo ID card, or passport** to gain entrance into the institution.
- ❖ Cellular telephones, pagers, personal assistant devices (e.g. Palm Pilots), or briefcases are **NOT PERMITTED** inside the institution.
- ❖ You will be required to pass through a metal detector, therefore please limit the amount of unnecessary metallic object worn.
- ❖ Visitors with medically implanted or prosthetic devices who cannot clear the metal detector will be required to present a letter from their physician detailing the nature of the device/prosthesis and its location in/on the body.
- ❖ No food or drink will be processed into the prison. Coffee and water will be provided at the deposition room.
- ❖ Staff will escort you to the location of the deposition where you will remain until escorted from institution.

CLOTHING/APPAREL RESTRICTIONS:

Visitors to this institution will be required to dress appropriately in order to meet security needs. The following clothing is **NOT PERMITTED:**

- ❖ Strapless garments, halter tops, tank tops (male or female), see-through (transparent) or wrap-around tops, shirts, blouses, skirts or dresses. Leg warmers. Scarves, gloves, hats, or excessive clothing.
- ❖ Shorts (male or female); warm-up, sweat, or jogging suits; spandex clothing.
- ❖ Denim material of any kind. (This includes pants, shirts, dresses, skirts and jackets).
- ❖ Clothing resembling the correctional officer uniform or inmate apparel, i.e. no forest green, tan or blue chambray clothing.
- ❖ Camouflage-type clothing or military style fatigues.
- ❖ Skin-tight (over revealing) clothing.
- ❖ Hooded clothing.
- ❖ Dresses or skirts cut, or having slits, more than two inches (2") above the knee.
- ❖ Wigs or removable hair extensions.
- ❖ Undergarments containing metal.

Appropriate items allowed into the institution are pen, pencil, loose-leaf tablet, and any legal documents associated with legitimate legal business. Tape recorders are permitted with a factory sealed cassette tape. No digital recorders will be permitted. Recorders will be subject to a search. Court recorder equipment is an approved item for depositions. All videotaped depositions will require a separate request addressed to the Warden citing the specific reason why there is a need to videotape the deposition. You will also need written permission from the inmate prior to submitting the letter to the warden.

Prohibited items not allowed into the institution are cell phones, pagers or computers of any type. Please leave these items secured in your automobile. **NO WEAPONS, ALCOHOL, TOBACCO OR ILLEGAL DRUGS are permitted on institutional grounds.**

If you have any questions in regards to the rules or regulation, please contact the Litigation Coordinator at (805)547-7947 or Office Technician at (805)547-7826.