

Attorney Visiting Information FAX Sheet

If you are an attorney or an attorney representative and wish to schedule a visit for an inmate housed at Pelican Bay State Prison please send the following information to our visiting office via fax to:

Attn: Visiting Processing Center
Monday through Friday 8:00am to 3:00pm
Phone (707) - 465 - 1000 ext 5415
FAX (707) - 465 - 9052

The information shall be in writing and signed by the attorney and/or judge, and shall contain the following for each attorney or attorney representative(s):

1. Names and Title
2. Drivers License Number
3. Social Security Number (optional)
4. Date of Birth
5. State Bar Number / Professional License Number
6. The Name and CDC number of the inmate you wish to visit
7. Address and Contact information
8. List any prior criminal history

Also provide a declaration from the sponsoring attorney that you are providing legal assistance to the inmate you wish to see. You must have the security clearance form and primary laws, rules, and regulations (CDCR 181) on file annually and/or if there are any changes to your personal information needed to obtain clearance.

Please note that all professional licenses must be current and in good standing to obtain a legal visit with an inmate housed in any California Department of Corrections and Rehabilitation facility.

If you are bringing or sending attorney representative(s) remember you are allowed two persons per inmate to include the attorney.

Per California Codes of Regulations Title 15 section 3178: an attorney representative must be one of the following:

- (A) Private investigator licensed by any state and sponsored by the attorney or appointed by the court.
- (B) An investigator who is employed by a government agency, public agency or public institution.
- (C) A law student sponsored by the attorney.
- (D) A legal Para-professional sponsored by the attorney or appointed by the court.
- (E) An employee of an attorney, legitimate legal service organization, or licensed private investigator that is sponsored by the attorney or licensed private investigator.
- (F) Personnel retained by an attorney or attorney representative, including, but not limited to certified sign language interpreters, certified language interpreters and court reporters may accompany the attorney or attorney representative during the private consultation and are required to provide the information requested above. Licensed mental or medical health care professionals may also serve as attorney representatives and do not have to be accompanied by the attorney.

- All information will be subject to a California Law Enforcement Telecommunications System background check prior to scheduling a visit -

Time Lines:

For new attorneys or attorney representative(s) please provide five working days to process your request. Returning attorneys or attorney representative(s) please allow at least two working days for processing. After your background is cleared you will be contacted by visiting staff to set up an appointment to meet with the inmate. Please do not send fax's to the office on Saturday or Sunday as the office is used for regular visitor processing during these days. Please be sure to call and confirm that your information was received.

Hours of Operation:

Attorney visiting hours are Tuesday and Wednesday from 0730-1330. Saturday and Sunday during the inmates available appointment time.

Dress Code:

DISALLOWED CLOTHING includes: any blue or chambray, gray sweats, green jumpsuit, tan top with green bottom combination and camouflage. You will be required to clear a metal detector, please plan accordingly. If you require a medical device or have a medical implant and cannot clear a metal detector please bring a doctors note stating so and you will be cleared via a hand held metal detector. If you are sending attorney representative(s) please be sure they are dressed appropriately for the visit. Please leave any electrical or electronic devices (ie-cellphone, pad, laptop etc...) in your vehicle or at home. PBSP will supply a recording device, but you must bring sealed tapes for the device.

Conduct:

You must abide by all penal codes while on State Prison Property

Visiting Staff
Pelican Bay State Prison

STATE OF CALIFORNIA
PELICAN BAY STATE PRISON
LITIGATIONS OFFICE SECURITY CLEARANCE FORM

NOTICE: Legal Visits are currently scheduled Tuesday-Wednesday, from 0730 until 1330 hours.

ON BUSINESS LETTERHEAD PLEASE PROVIDE A SIGNED LETTER REQUESTING A VISIT TO PBSP TO INCLUDE; INMATE NAME AND CDCR #, DATE AND TIME OF REQUESTED VISIT, AND PURPOSE OF VISIT (PER TITLE 15, SECTION 3178).

YOUR INFORMATION:

NAME: _____ MALE: FEMALE:
LAST FIRST INITIAL

OCCUPATION: _____

HEIGHT: _____ DATE OF BIRTH: _____

WEIGHT: _____ NOTE: LICENSED ATTORNEYS ARE NOT REQUIRED TO PROVIDE THEIR SOCIAL SECURITY NUMBER

HAIR: _____ SOCIAL SECURITY #: _____

EYES: _____ DRIVER'S LICENSE #: _____ STATE: _____

RACE: _____ STATE BAR/PI #: _____ STATE: _____

IDENTIFYING MARKS/SCARS: _____

NAME OF EMPLOYER: _____ TELEPHONE/FAX #: _____

ADDRESS: _____
STREET CITY STATE ZIP

Have you ever been arrested? Yes: No: IF YOU ANSWERED YES TO ANY OF
 Are you now on probation or parole? Yes: No: THESE QUESTIONS, PLEASE EXPLAIN ON
 Do you know or are you related to any inmates or parolees? Yes: No: SEPARATE SHEET OF PAPER.
 Do you visit any other CDC facilities? Yes: No:

Any false statement or deliberate misrepresentation of facts specific to the information requested shall be grounds for denying the request or cause for subsequent suspension or exclusion from all institutions/facilities administered by the department and notice to the appropriate licensing/governing agency.

THE FOLLOWING ARE SOME OF THE RULES AND REGULATIONS ENFORCED WITHIN THIS INSTITUTION:

- **Cell phones, Pagers, Computers and Electronic Communication Devices** are not allowed within the secured perimeter/facility, you must leave those items secured inside your vehicle.
- NO DENIM OR CHAMBRAY CLOTHING ALLOWED.
- NO GREEN OR GRAY SWEATS, CAMOUFLAGE OR LIGHT BLUE CLOTHING ALLOWED. PLEASE DRESS APPROPRIATELY FOR THE VISIT.
- NO shorts, tank tops, low-cut or halter tops. No excessively tight clothing. No hats, scarves, or gloves.
- Brassieres, with metal under-wires or any other detectable metal are not permitted.
- Dresses & skirts should be no shorter than 2 inches above the knee.
- Eyeglass cases, purses, wallets or any item that is not see through is not allowed.
- You are allowed to carry a maximum of 2 keys.
- Briefcases are not allowed, file folders are, so only bring paperwork related to the specific case you are here to investigate/interview for.
- You are allowed one writing pad and either two pens or pencils.
- NO visitor is permitted to carry/convey messages, written or oral without permission from the institution.
- You must bring your professional or agency card & drivers license/ID card (photo I.D.).
- NO tobacco.

I have read the above rules and agree to comply.
 I UNDERSTAND THAT I AM SUBJECT TO A SEARCH AT ANY TIME.

 APPLICANT SIGNATURE DATE

 APPROVED/DISAPPROVED: ATTORNEY VISIT COORDINATOR DATE

STATE OF CALIFORNIA
PRIMARY LAWS, RULES, AND REGULATIONS REGARDING
CONDUCT AND ASSOCIATION WITH STATE PRISON INMATES
CDC 181 (Rev 5/98)

DEPARTMENT OF CORRECTIONS

Individuals who are not employees of the California Department of Corrections (CDC), but who are working in and around inmates who are incarcerated within California's institutions/facilities or camps, are to be apprised of the laws, rules and regulations governing conduct in associating with prison inmates. The following is a summation of pertinent information when non-departmental employees come in contact with prison inmate.

1. Persons who are not employed by CDC, but are engaged in work at any institution/facility or camp must observe and abide by all laws, rules and regulations governing the conduct of their behavior in associating with prison inmates. Failure to comply with these guidelines may lead to expulsion from CDC institutions/facilities or camps.

SOURCE: California Penal Code (PC) Sections 5054 and 5058; California Code of Regulations (CCR), Title 15, Sections 3285 and 3415

2. CDC does not recognize hostages for bargaining purposes. CDC has a "NO HOSTAGE" policy and all prison inmates, visitors, and employees shall be made aware of this.

SOURCE: PC Sections 5054 and 5058; CCR, Title 15, Section 3304

3. All persons entering onto institution/facility or camp grounds consent to a search of their person, property or vehicle at any time. Refusal by individuals to submit to a search of their person, property or vehicle may be cause for denial of access to the premises.

SOURCE: PC Sections 2601, 5054 and 5058; CCR, Title 15, Sections 3173, 3177, and 3288

4. Persons normally permitted to enter an institution/facility or camp may be barred, for cause, by the CDC Director, Warden and/or Regional Parole Administrator.

SOURCE: PC Sections 5054 and 5058; CCR, Title 15, Section 3176 (a)

5. It is illegal for an individual who has been previously convicted of a felony offense to enter into CDC institutions/facilities or camps without the prior approval of the Warden. It is also illegal for an individual to enter onto these premises for unauthorized purposes or to refuse to leave said premises when requested to do so. Failure to comply with this provision could lead to prosecution.

SOURCE: PC Sections 602, 4570.5 and 4571; CCR, Title 15, Sections 3173 and 3289

6. Encouraging and/or assisting prison inmates to escape is a crime. It is illegal to bring firearms, deadly weapons, explosives, tear gas, drugs or drug paraphernalia on CDC institution/facilities or camp premises. It is illegal to give prison inmates firearms, explosives, alcoholic beverages, narcotics, or any drug or drug paraphernalia, including cocaine or marijuana.

SOURCE: PC Sections 2772, 2790, 4533, 4535, 4550, 4573, 4573.5, 4573.6 and 4574

7. It is illegal to give or take letters from prison inmates without the authorization of the Warden. It is also illegal to give or receive any type of gift and/or gratuities from prison inmates.

SOURCE: PC Sections 2540, 2541, and 4570; CCR, Title 15, Sections 3010, 3399, 3401, 3424 and 3425

8. In an emergency situation the visiting program and other program activities may be suspended.

SOURCE: PC Section 2801; CCR, Title 15, Section 3383

9. For security reasons, visitors must not wear clothing that in any way resembles state issued prison inmate clothing (blue denim shirts, blue denim pants).

SOURCE: CCR, Title 15, Section 3171 (b) (3)

10. Interviews with SPECIFIC INMATES are not permitted. Conspiring with an inmate to circumvent policy and/or regulations constitutes a rule violation that may result in appropriate legal action.

SOURCE: CCR, Title 15, Section 3261.5, 3315 (3) (W), and 3177

I HEREBY CERTIFY AND ACKNOWLEDGE I HAVE READ THE ABOVE AND FULLY UNDERSTAND THE IMPLICATIONS REGARDING MY CONDUCT AND ASSOCIATION WITH PRISON INMATES. I ALSO UNDERSTAND VIOLATION OF ANY OF THE ABOVE COULD RESULT IN EXPULSION FROM A CDC INSTITUTION/FACILITY OR CAMP WITH THE POSSIBILITY OF CRIMINAL PROSECUTION.

VISITOR'S NAME AND TITLE (Print)

VISITOR'S SIGNATURE

DATE SIGNED