

**SECTION 01 35 53 – ATTACHMENT B
 CONTRACT EMPLOYEE CLEARANCE FORM
 SALINAS VALLEY STATE PRISON
 REQUEST FOR SECURITY CLEARANCE**

INSTRUCTIONS

- (1) Provide all the information requested below (2) Print or Type (3) Use a separate sheet for each individual (4) Submit 3 weeks prior to date of visit (5) Digest of Laws Related to Association with Prison Inmates Must be Signed (6) The requestor will be responsible to ensure escorts are arranged.

PERSONAL INFORMATION

REPRESENTING	LAST NAME	FIRST	MIDDLE INITIAL
PHONE NUMBER	ADDRESS	CITY, STATE, ZIP	
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR
	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		EYES
ETHNICITY	SSN	BAR/BADGE#	DRIVER' LICENSE #
			STATE

VISIT INFORMATION

AREA TO VISIT	DATE	TIME
PURPOSE		
ESCORT BY	TITLE	EXT

INMATE INTERVIEWS

NAME	CDC#	HOUSING	CUSTODY
NAME	CDC#	HOUSING	CUSTODY
NAME	CDC#	HOUSING	CUSTODY
NAME	CDC#	HOUSING	CUSTODY

- | | | |
|----------------------------------------------------------|------------------------------|-----------------------------|
| Have you EVER been arrested? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are you now on probation or parole? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do you know or are you related to any inmate or parolee? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do you visit any other CDC facility? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

IF YES TO ANY OF THE ABOVE, PLEASE EXPLAIN BELOW

CDC USE ONLY

REQUESTED BY-please print name	DEPARTMENT	EXT	DATE
SIGNATURE			

Warden's Office / CLETS Operator

CDC REPRESENTATIVE SIGNATURE	DATE	EXTEND <input type="checkbox"/> YES	SHORT ID
CLETS OPERATOR SIGNATURE	DATE	CI&I NUMBER	
ISSUE ID CARD <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVAL SIGNATURE	DATE	<input type="checkbox"/> DIGEST OF LAWS

Department _____

END OF SECTION 01 35 53 – ATTACHMENT B

SECTION 01 35 53 ATTACHMENT A

DIGEST OF LAWS RELATED TO ASSOCIATION WITH PRISON INMATES
SALINAS VALLEY STATE PRISON
EOP-GP TREATMENT AND OFFICE SPACE, A FACILITY

For information and guidance of person visiting or working with or around prison inmates of the Department of Corrections, following is a digest of laws and rules related to association with inmates.

1. A warning sign is posted at the entrance to all public and business roadways onto the grounds of institutions, camps, and other department facilities where inmates or parolees are housed, indicating that by entering these grounds you consent to the search of your person, property and vehicle.
Reference: Sections 3173(e), 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.
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, weapons, explosives, liquor, cocaine or other narcotics, or any kind of drugs, including marijuana, is a felony.
Reference: Section 32, Penal Code; Section 3288, Title 15, Division 3, California Code of Regulations.
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 3424, 3425, Title 15, Division 3, California Code of Regulations.
7. Anyone who falsely identifies himself or herself to gain admission to 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; Section 3173(n), Title 15, Division 3, California Code of Regulations.
8. Refusal of visitors to submit to search and inspection of their person, and of vehicles and property brought onto institution grounds by such persons, may be cause for denial of visit.
Reference: Section 2601, Penal Code; Sections 3713(c)(3), 3177, Title 15, Division 3, California Code of Regulations.
9. For "cause" a person may be barred from entering an institution or facility..
Reference: Section 3177, 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 2540, 2541, Penal Code; Section 3285, 3415, Title 15, Division 3, California Code of Regulations.
11. In the event of an emergency situation that effects 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: Section 2601(d), Penal Code; Section 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 recognized for bargaining purposes. All inmates, visitors, and staff will be informed of this regulation.
Reference: Section 5054, Penal Code; Section 3304, Title 15, Division 3, California Code of Regulations.

I HAVE READ AND UNDERSTAND THE IMPLICATIONS OF THE ABOVE INFORMATION

SIGNATURE: _____

DATE: _____

Printed Name: _____