



Tips on How to Advocate for Yourself in CDCR on Non-Medical Issues

(Updated December 2017)

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A note to attorneys: Legal services providers and other attorneys may distribute this guide to incarcerated people, formerly incarcerated people, and/or their loved ones who contact you for legal assistance.

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I. BE THE MASTER OF YOUR OWN PAPERWORK

Keeping good records (1) helps prove that you are not receiving appropriate treatment; (2) creates a “paper trail” which shows the history of your situation as well as your attempts to solve the problem; and (3) creates a record that you have followed the prison’s rules for solving problems and the courts’ requirement that you “exhaust your administrative remedies” before filing a lawsuit, if you choose to do so.

A. Keep Copies of Your Prison Records

It is very important to keep copies of all documents related to the problem you are trying to resolve. Important documents to keep include 22s, 602 appeals, ducats, chronos, 115s, 128s, and letters to and from family, supporters, prison officials and advocates, and any other relevant documentation. If possible, make a second copy of these documents and send them to someone you trust.

B. Access Your Prison Records

You have the right to view the records that the CDCR keeps on you. Viewing these records and getting copies of relevant sections can be very useful to attach to 602’s or other advocacy letters.

VIEWING YOUR C-FILE

You can request that your Central File (C-file), or any portion of it, be provided to you by asking your correctional counselor.¹ If your correctional counselor is unavailable or unresponsive, you can file a Form 22 or Form 602 requesting access to your C-file.

Your C-file is transferred with you, so even if the issue occurred in a different prison, the records should be in the same prison as you.

SHARING YOUR C-FILE WITH SOMEONE ELSE

You may also authorize someone of your choice to see your C-file. You can do this by filling out and filing a CDCR Form 1021. We recommend that you copy this completed form and send it to a trusted person on the outside. Be aware that Form 1021 expires within 30 days of your signature, unless you state on the form that you want it to last longer. You can limit which records are released by specifying a time period or category. That person can turn in the document to the prison immediately if they wish to access your records now, or they can hold on to it for later use.

Form 1021 requires the person receiving the records (called the “designee”) to sign Form 1019. Both of these forms are at the end of this manual for your convenience. Your outside supporter can mail or fax a copy of the 1019 and 1021 to your current prison’s records department to request a copy of your C-file. When the designee turns in these forms, they should first make a copy for their records.

C. Keep a Journal

It can also be helpful to keep a journal of your experiences. Write down as much detail as you can, such as date and time of the event or hearing, names and positions of people involved, forms submitted, etc. Constructing a timeline of the problem and your attempts to resolve it can help you better track the situation. It will also make it much easier to file an effective grievance and, should you choose, a lawsuit. If possible, it is a good idea to periodically make copies of this journal (even handwritten copies) and send them to someone whom you trust.

D. File Administrative Grievances

FORM 22

Filing Form 22, or a “Request for Interview, Item or Service,” seeks to resolve an issue through scheduling informal interviews with staff, asking a question of a staff member, or requesting items or services. Staff members sometimes view this form as less confrontational than a grievance and may be more likely to respond in a helpful way.

If the request is unclear, staff may refuse to answer your question or respond productively. When filing Form 22, your request should clearly state the issue and the service you would like. It should also specify any documents attached to the form. A staff member is required to sign and date the form upon submission and to respond to you in writing within three days. You keep the goldenrod (yellow) copy of

¹ *In re Olson* (1974) 37 Cal. App. 3d 783, 112 Cal. Rptr. 579; DOM 13030.16.

your 22 to serve as proof of receipt. If you do not like the response you receive to your original 22, you can file a second 22 with the staff member's supervisor. Section 3086 of Title 15 explains how the 22 process works. The regulations do not limit the number of 22's a person can file.

FORM 602

If you have not done so already, you may consider submitting a Form 602, a formal grievance that lodges your complaints. On this form, you can specify your issues, document problems, and request certain solutions from the prison staff. All incarcerated people have the right to file a grievance on any issue or concern related to confinement and to request relief. This right includes access to assistance from staff at every stage of the appeals process, including helping you complete your 602, if needed. You must file the 602 within 30 days of the incident, hearing, or problem. You may file a 602 even after the first 30 days, if the issue is ongoing.²

Although 602s often do not result in the desired response, using the grievance procedure shows that you have attempted to follow the prison's rules for resolving problems. Additionally, if you ever plan to file a lawsuit, you will have to file a 602 all the way to the third level to prove that you have exhausted your administrative remedies.³

TIPS FOR FILING FORM 602

Clearly describe your situation. The following questions are to help guide your writing:

- When did each event occur?
- Who was involved?

Also, refer to "Questions to Consider in an Effective Advocacy Letter" in Section III.

Providing evidence to support your claim can also be very helpful. If you attach any proof, such copies of forms, state that you are including documents and what they are. If possible within the 30-day timeline, make a *copy* of the 602 for your records.

You can consider being interviewed by a staff member, as it will allow the prison to ask you any clarifying questions that can further support your 602. At the bottom of the Form 602, there is a section about waiving your rights to interview. If you want to be interviewed, cross out the section. If you *do not* want to be interviewed, sign your name in the correct section.

If your 602 is successfully submitted and processed, the form will be given a log number. Sometimes, however, prison staff misplaces a 602 before you receive the log number.

**Proposed text for Form 22,
attached to a Form 602:**

*Officer [guard's name], please turn
in the attached 602 regarding
[topic that the 602 is about].
Thank you. [date]*

² Title 15 3084.6(c)(4).

³ "Exhausting administrative remedies" refers to filing a 602 and taking it all the way to the highest level (i.e. third level) in Sacramento.

To create evidence that you submitted a 602, you can submit a Form 22 along with your original 602. On Form 22, you will want to indicate what the 602 said, when you submitted it, and which member on the prison staff is responsible for delivering it. That is, Form 22 can be used to request that a specific staff member turn in your 602 and it can act as a receipt for your 602.

E. Follow up Verbal Communications with Written Communication

If you or your outside supporter speaks with someone regarding your problem, it is a good idea to follow up these conversations with a brief letter in order to create a record of your efforts to resolve the issue. For example, if your outside supporter calls the prison and speaks to an officer about your situation, ask them to write a follow-up letter or email to the prison official summarizing the conversation. You can then ask your outside supporter to send you a copy for your records, and you can ask them to keep a copy for their own records. See the example below.

Always try to get the name of the CDCR official with whom you spoke for your records.

Dear Officer Smith,

I am writing to follow up on our telephone conversation, which happened on April 3, 2017, at approximately 2:30pm, regarding my daughter, Jane Doe, X12345. During this call, I notified you that my daughter has been sexually harassed by Officer Thompson. You told me you would look into this matter and make sure my daughter is safe. Thank you for your attention to this matter. If you have further questions, please contact me at (111) 222-4444.

Sincerely,

XXX

II. ADVOCATING TO CDCR OFFICIALS

You and your outside supporters may find it helpful to contact prison administrators on your behalf. Contacting prison officials puts them on notice that you are experiencing a problem and that they have a responsibility to address your concerns. As you probably know, incarcerated people sometimes report that they suffer retaliation from staff as a result of speaking out about the violation of their rights. Use your best judgment to decide whether this is the most effective action in your case.

Whenever you or your supporters contact officials about your condition, keep copies of the correspondence or follow-up letters summarizing any phone conversations with these individuals. If you are keeping a journal for your records, make sure to keep track of all contacts with officials. Include dates of contact/call/correspondence, name of the person contacted, and a brief summary of the conversation.

A. Contact the Office of the Ombudsman

The Office of the Ombudsman reports directly to the Secretary of CDCR. The Ombudsman’s mission is to “work independently as an intermediary to provide individuals with a confidential avenue to address complaints and resolve issues at the lowest possible level” and “propose policy and procedural changes when systemic issues are identified.”

When contacting the Office of the Ombudsman, provide as much of the following information as possible:

- Your name and CDCR number
- Name of prison
- Brief description of the situation
- The log numbers of relevant 602s
- An overview of what has been done to resolve the issue
- *If the complaint is filed by an outside supporter, it should also include their name and contact information*

Note on Filing Complaints to the Ombudsman:

If you or one of your supporters decides to make a complaint, you should provide as much background material and evidence to support your claim as possible. This may include letters, memos, copies of complaint forms and responses, notes from conversations, names of witnesses, a journal describing the history of the situation, etc. Make sure you clearly write "CONFIDENTIAL" on your letter to prison officials.

Also, refer to “Questions to Consider in an Effective Advocacy Letter” in Section III.

<p>Office of the Ombudsman CDCR 1515 S Street, Room 540 North Sacramento, CA 95811 Ph: (916)445-1773</p>	<p>Sara Malone Chief Ombudsman Sara.Malone@cdcr.ca.gov Ph: (916) 327-8467 Institutions covered:</p> <ul style="list-style-type: none"> • Central California Women’s Facility (CCWF) • California Institution for Women (CIW) • Folsom Women's Facility (FWF) • McFarland (GSMCCF) • Custody to Community Transitional Reentry Programs (CCTRP's)
<p>Sara L. Smith Ombudsman Sara.Smith@cdcr.ca.gov Ph: (916) 324-5458 Institutions covered:</p> <ul style="list-style-type: none"> • California Correctional Institution (CCI) • California Institution for Men (CIM) • California Rehabilitation Center (CRC) • Division of Juvenile Justice Facilities (NAC) (OHC) (VYCF) • San Quentin State Prison (SQ) • Folsom State Prison (FSP) • Taft Community Correctional Facility (TMCCF) 	<p>Tami Falconer Ombudsman Tami.Falconer@cdcr.ca.gov Ph: (916) 324-5448 Institutions covered:</p> <ul style="list-style-type: none"> • Salinas Valley State Prison (SVSP) • Correctional Training Facility (CTF) • California State Prison, Solano (SOL) • California City Correctional Facility (CAC) • California State Prison, Los Angeles County (LAC) • California Men's Colony (CMC) • Desert View Community Correctional Facility

<p>Xina Bolden Ombudsman Xina.Bolden@cdcr.ca.gov Ph: (916) 324-6123 Institutions covered:</p> <ul style="list-style-type: none"> • California State Prison, Corcoran (COR) • California Substance Abuse Treatment Facility and State Prison at Corcoran (SATF) • Centinela State Prison (CEN) • Calipatria State Prison (CAL) • Deuel Vocational Facility (DVI) • Central Valley CCF (DVMCCF) 	<p>Scott Jacobs Ombudsman Scott.Jacobs@cdcr.ca.gov Ph: (916) 323-2994 Institutions covered:</p> <ul style="list-style-type: none"> • Pelican Bay State Prison (PBSP) • High Desert State Prison (HDSP) • California Correctional Center (CCC) • Ironwood State Prison (ISP) • Chuckawalla Valley State Prison (CVSP) • Sierra Conservation Center (SCC) • Shafter Community Correctional Facility
<p>Larry Cupler Ombudsman Larry.Cupler@cdcr.ca.gov Ph: (916) 324-3265 Institutions covered:</p> <ul style="list-style-type: none"> • Kern Valley State Prison (KVSP) • North Kern State Prison (NKSP) • Avenal State Prison (ASP) • Pleasant Valley State Prison (PVSP) • Wasco State Prison (WSP) • Valley State Prison (VSP) • Golden State Community Correctional Facility • Delano Community Correctional Facility (DCCF) 	<p>Eric Joe Ombudsman Eric.Joe@cdcr.ca.gov Ph: (916) 324-1000 Institutions covered:</p> <ul style="list-style-type: none"> • California Health Care Facility (CHCF) • California State Prison, Sacramento (SAC) • Richard J. Donovan Correctional Facility (RJD) • Mule Creek State Prison (MCSP) • California Medical Facility (CMF)

B. Contact Additional CDCR Officials/Offices Based at Headquarters in Sacramento

If the 602 process does not solve the problem, you can write directly to your warden about the issue. If the warden is unresponsive or does not address the problem, you can escalate the issue to a state-wide CDCR official. The CDCR Secretary is in charge of the whole prison system, so you can write to him regarding any issue. The associate director of female offender programs is in charge of the women’s prisons as well as visiting. If you are having a visiting issue, you can write to that office.

If you have a misconduct complaint against a staff member, you can file a complaint with the Office of Internal Affairs. This office states that it “shall conduct complete, objective, and independent investigations of alleged employee misconduct. All investigations shall be conducted in a manner to ensure the integrity of the department is maintained through a system of discipline where fairness and justice are assured. The Office of Internal Affairs is responsible for determining when allegations of staff misconduct warrant an internal affairs investigation and for completing all investigations in a timely and thorough manner.”

<p>Scott Kernan, Secretary Cal. Dept. of Corrections & Rehabilitation P.O. Box 942883 Sacramento, CA 94283-0001 Ph: (916) 445-7688 Fax: (916) 322-2877</p>	<p>Associate Director of the Female Offender Programs and Services/Special Housing Cal. Dept. of Corrections & Rehabilitation P.O. Box 942883 Sacramento, CA 94283-0001 Ph: (916) 322-8055 Fax: (916) 323-2888</p>
<p>Office of Internal Affairs P.O. Box 3009 Sacramento, CA 95812 Ph: (916) 323-5769</p>	

III. GET HELP FROM OUTSIDE THE PRISON SYSTEM

You and your outside supporters, whether they are family or concerned friends, may find it helpful to contact other government officials on your behalf. Contacting other government officials can sometimes help because they may be able to influence the prison administration. As you probably know, incarcerated people sometimes report that they suffer retaliation from staff as a result of speaking out about the violation of their rights, so use your best judgment to determine whether this is the most effective action in your case.

Whenever you or your supporters contact officials, keep copies of any correspondence, including emails, and write follow-up letters summarizing any phone conversations with these individuals (*see Section I.E. on page 4*). If you are keeping a journal for your records, make sure to keep track of all contacts with officials that include dates of contact/call/correspondence, name of the person contacted, and a brief summary of the conversation.

- Areas to Cover in an Effective Advocacy Letter:**
- What is the nature of the problem?
 - How long has this problem been happening?
 - How is the problem affecting you? Why is this problem creating a difficult situation for you?
 - What attempts have you made to solve the problem?
 - How has the prison responded to your efforts?
 - What do you want to happen in order to resolve the problem?
 - Do you have copies of any supporting documents that will help to further explain your situation?

A. Contact the Office of the Inspector General

The Office of the Inspector General (OIG), which is independent from CDCR, was established to investigate problems in CDCR and the California Youth Authority. The OIG describes itself as being responsible for "rigorously investigating and auditing the [CDCR] to uncover criminal conduct, administrative wrongdoing, poor management practices, waste, fraud, and other abuses by staff, supervisors, and management." In order "to bring public transparency into the operation of the state's correctional system, [the OIG] post[s] the findings of every audit and large-scale investigation on [its] website." The OIG does not provide legal advice.

Complaints are handled in one of five ways:

- If the complaint involves criminal misconduct, the complaint may be referred to law enforcement authorities.
- The complaint may be referred to the CDCR Office of Internal Affairs if it has not previously investigated the issue.
- Even if the complaint has been investigated by CDCR's Internal Affairs, the OIG may still send the complaint back for further investigation.
- The OIG may investigate the complaint directly.
- If the OIG finds after a preliminary review that there is insufficient evidence to support the claim, the inquiry may be closed without further action.

The OIG also states that it will investigate allegations of retaliation against persons who have filed complaints with their office. However, it operates with limited resources and cannot assure anyone's protection from retaliatory acts.

Office of the Inspector General
10111 Old Placerville Road, suite 110
Sacramento, CA 95827

Ph: (916) 830-3600
Toll-free: (800) 700-5952
Fax: (916) 928-5996
www.oig.ca.gov

B. Contact Elected Representatives

You or your supporters may also write to members of the state legislature, who are responsible for overseeing and funding CDCR. If your outside supporters live in California, it can also be helpful for them to contact their elected representatives. Their legislators can be found by visiting the following website and entering in a zip code: www.legislature.ca.gov/your_legislator.html.

Public Safety Committees

Both the Assembly and Senate Public Safety Committees are responsible for investigating and studying bills that relate to CDCR and criminal laws and procedures. During their hearings, these committees vote on pending bills, advancing them to the whole Assembly and Senate. Additionally, the budget subcommittees for public safety review proposed budget changes and approve the budgets for the courts and CDCR each year. Below is the contact information of each committee and their chair members as of December 2017:

Senator Nancy Skinner Chair, Senate Public Safety Committee State Capitol, Room 2031 Sacramento, CA 95814 Ph: (916) 651-4118 Fax: (916) 445-4688	Assemblymember Reginald Jones-Sawyer, Sr. Chair, Assembly Public Safety Committee Legislative Office Building 1020 N Street, Room 111 Sacramento, CA 95814 Ph: (916) 319-3744 Fax: (916) 319-3745
Senator Nancy Skinner Chair, Budget Subcommittee 5 on Corrections, Public Safety and the Judiciary <i>See above for the contact information</i>	Assemblymember Shirley Weber Chair, Budget Subcommittee 5 on Corrections, Public Safety and the Judiciary State Capitol P.O. Box 942849 Sacramento, CA 94249-0079 Ph: (916) 319-2079 Fax: (916) 319-2179

CALIFORNIA LEGISLATIVE CAUCUSES

You may also consider contacting a California Legislative Caucus. These caucuses focus on bettering the welfare of their specific communities in California. Their work areas include: legislative issues, participation and representation in government, and the elimination of discrimination and disparities among identity groups. Below is the contact information of different caucuses and their chairs as of December 2017:

California Latino Caucus Chair, Senator Ben Hueso Legislative Office Building 1020 N Street, Room 511 Sacramento, CA 95814 Ph: (916) 651-1535	Asian Pacific Islander Legislative Caucus Chair, Assemblymember Rob Bonta Legislative Office Building 1020 N Street, Room 370 Sacramento, CA 95814 Ph: (916) 319-3686
California Legislative Black Caucus Chair, Assemblymember Christopher Holden State Capitol Building Sacramento, CA 95814 Ph: (916) 319-3868	California LGBT Legislative Caucus Chair, Assemblymember Evan Low State Capitol, Room 4126 P.O. Box 942849 Sacramento, CA 94249-0028 Ph: (408) 446-2810
California Legislative Women's Caucus Chair, Assemblymember Cristina Garcia State Capitol P.O. Box 942849 Sacramento, CA 94249 Ph: (916) 319-2058	

IV. GET CONNECTED

It can be very rewarding to reach out to or get involved with an organization that works on prison reform issues. It is important to note that most of the organizations listed below are unable to provide individual representation. Instead, they mainly do group advocacy, but you may reach out to them for information.

All of Us or None

c/o Legal Services for Prisoners with Children
1540 Market Street, Suite 490
San Francisco, CA 94102

All of Us or None is a membership-based, grassroots civil and human rights organization fighting for the rights of formerly- and currently-incarcerated people and our families.

Transgender, Gender Variet, and Intersex Justice Project

370 Turk Street, Suite 370
San Francisco, CA 94102

The TGI Justice Project seeks to fight against human rights abuses and gender injustice against transgender, gender variant, and intersex people both inside and outside of prisons.

Justice Now

1322 Webster Street, Suite 210
Oakland, CA 94612

Justice Now works with people in California prisons and local communities to advocate for women who have been affected by violence and to champion for a future without prisons.

California Prison Focus

1904 Franklin Street, Suite 507
Oakland, CA 94612

CPF works to investigate and expose human rights abuses with the goal of ending long term isolation, medical neglect, and all forms of discrimination in California's prison system. This organization focuses on high security prisons in CDCR.

California Coalition for Women Prisoners

1540 Market Street, Suite 490
San Francisco, CA 94102

CCWP is a grassroots social justice organization that challenges the institutional violence imposed on women, transgender people, and communities of color.

California Families to Abolish Solitary Confinement

c/o FACTS Education Fund

1137 E. Redondo Blvd.
Inglewood, CA 90302

CFASC is dedicated to stopping the inhumane treatment of prisoners within the California penal system, especially those held in solitary confinement. Their ultimate goal is to end the use of solitary confinement; their short-term goals are to reduce its use and to insist on due process and fairness.

Just Detention International

3325 Wilshire Blvd., Suite 340
Los Angeles, CA 90010

JDI is a health and human rights organization that seeks to end sexual abuse inside all detention facilities.

Life Support Alliance

P. O. Box 277
Rancho Cordova, CA 95741

LSA is an advocacy organization based in the Sacramento area that works to change the parole system that denies parole to prisoners serving life sentences. Its newsletter and website provide valuable information for families of lifers.

Prison Activist Resource Center

P.O. Box 70447

Oakland, CA 94612

PARC is a prison abolitionist group committed to exposing and challenging all forms of institutionalized racism, sexism, able-ism, heterosexism, and classism, specifically within the Prison Industrial Complex (PIC). PARC believes in building strategies and tactics that build safety in our communities without reliance on the police or the PIC. PRC produces a resource directory that is free to prisoners upon request, and seeks to work in solidarity with prisoners, ex-prisoners, their friends and families.

Friends Outside

P. O. Box 4085

Stockton, CA 95204

Friends Outside is a volunteer-run organization that assists prisoners and their families by acting as an intermediary between the family, the prisoner, and the criminal justice system. They help prisoners and their families locate community resources, and provide regular support groups for formerly incarcerated people. They staff hospitality trailers at every California prison. Friends Outside case managers inside the prisons work directly with prisoners.

Inmate Family Council

Each prison has an Inmate Family Council, composed of family members of prisoners at that prison, who meet regularly to discuss issues that pertain to family members and visitors. The names of IFC members and an IFC suggestion box can be found in visiting areas. A statewide Family Council consists of 10 members who meet quarterly at CDCR headquarters in Sacramento to discuss issues of concern.

Prison Law Office

General Delivery

San Quentin, CA 94964

You can write to the PLO if you believe that you have a class-action worthy lawsuit and have completed the 602 process to seek representation. Even if your issue is specific to you or a small group of people and regardless of whether you choose to 602 it, you can still write to the PLO as they have a number of manuals on a wide variety of topics including criminal appeals, prison conditions, staff misconduct, good time credit eligibility, and parole suitability (among others). The PLO also has current class action lawsuits regarding persons with disabilities, and medical care and they sometimes are able to advocate for individuals under those lawsuits. Their address is:

V. CONCLUSION

We hope this short guide will be useful in helping you to protect and advocate for your rights while you are in prison.

LSPC also publishes and distributes the following self-help legal manuals for free:

Family Matters

Child Custody and Visiting Rights for Incarcerated Parents explains how to get a court order to visit with your child while you are in prison or jail.

Child Custody and Visiting Rights for Recently Released Parents explains how to get a court order to visit with your child after you are released.

Incarcerated Parents Manual addresses various aspects of family law, including: child custody, foster care, paternity, child support; includes sample forms and letters. Also available in Spanish.

How to Add a Parent's Name to a Birth Certificate After Birth is intended for individuals who want to add a parent's name to a child's California birth certificate after birth.

Pregnant Women in California Prisons and Jails: A Guide for Prisoners and Legal Advocates provides information on your legal rights as a pregnant woman in jail or prison as well as general information about pregnancy.

Transportation to Court provides information and forms explaining how to get from state prison/jail to court for a hearing concerning a child custody or parental rights issue in juvenile (dependency) court.

What to Plan for When You Are Pregnant at California Institution for Women is created for pregnant women currently housed at California Institution for Women. It addresses what to expect from arrival at prison to delivery, and how to create the best possible arrangements for the mother and her baby.

Reentry

Lifer Parole Packet is a compilation of resources from UnCommon Law, Life Support Alliance, & Prison Hunger Strike Solidarity Coalition to help lifers navigate the parole process, including psychological evaluations.

Using Proposition 47 to Reduce Convictions and Restore Rights is intended to provide introductory information about who is impacted by Prop 47, as well as procedural information to assist attorneys and formerly incarcerated people in reclassifying the felonies of formerly incarcerated people as misdemeanors so they may seal their records.

Prison Conditions

Fighting for Our Rights: A Toolbox for Family Advocates of California Prisoners outlines some basic tools that families of people incarcerated in California **state** prison can use to fight for the rights of loves ones inside. Also available in Spanish.

Suing a Local Public Entity includes information and forms needed to sue a county jail official and/or other county officials.

Tips for advocating for medical care in county jails.

IPA VOLUNTARY CONSENT TO RELEASE PERSONAL INFORMATION
CDC 1021 (Rev 7/94)

Section 1797.34(b) of the Civil Code permits an individual to allow another person, of his own choosing, to inspect and obtain copies of personal information about him/her.

Designee must sign CDC 1019, statement of Penalties, prior to inspection

I hereby give my voluntary consent for the following person to obtain the record described below which is maintained by the Department of Corrections.

Name: _____

Address: _____

City, State, Zip: _____

Record Title or Brief Description: _____

THIS FORM IS VOID 30 DAYS AFTER THE DATE SIGNED, OR WITHIN A TIME LIMIT SPECIFIED ON THIS FORM BY CONSENTER.

CONSENTER'S SIGNATURE	CONSENTER'S PRINTED NAME:	DATE SIGNED:
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This form may be deemed void after _____ (months / years) from the date signed.

Section 1798.56 of the Civil Code provides that any person who willfully requests or obtains any record containing personal or confidential information from a state agency under false pretenses shall be guilty of a misdemeanor and fined \$5,000 or imprisoned not more than one year, or both.

I HEARBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE PENALTIES FOR WILLFULLY OBTAINING PERSONAL INFORMATION UNDER FALSE PRETENSES AS STATED ABOVE.

DESIGNEE'S SIGNATURE	DESIGNEE'S PRINTED NAME:	DATE SIGNED:
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