

Memorandum

Date : March 30, 2011

To : ALL CONCERNED

Subject: PAROLEE TRANSPORTATION

This memorandum supersedes the February 8, 2011, Parolee Transportation memorandum.

Effective February 22, 2011, California State Prison – Solano (SOL) initiated a procedure that only allows parolees' friends/family to come on institutional grounds to provide transportation upon parole, if the parolee's friends/family follow the criteria outlined in California Code of Regulations (CCR), Title 15, Section 3075.2(e).

CCR, Title 15, Section 3075.2 (e) Release Transportation Arrangements states in part, *“(1) An inmate’s transportation upon release shall be arranged by the facility, unless a private party has contacted the facility at least 3 days before the inmate’s scheduled release, has offered to provide transportation, and the facility has approved the arrangement.”*

Since February 22, 2011, there have been many incidents of friends and family members reporting to the Front Entrance without having made an arrangement to pick-up the parolee. Effective immediately, any person(s) coming on grounds without making prior arrangements to pick-up the parolee will be asked to leave institution grounds. Additionally, friends and family may not meet the parolee at the bus station. In accordance with department policy, institutional staff must ensure that all parolees get on the bus and ensure that the bus exits the bus station prior to staff returning to the institution. Any parolee that refuses orders to get on a bus, and exits the bus station will immediately be reported to the local police department and the Division of Adult Parole Operations, Administrative Officer of the Day.

In accordance with CCR 3075.2(e) all parolee's friends/family are required to arrange for the parolee's transportation. Friends/family members of inmates scheduled to parole from CSP-Solano may make arrangements by leaving a voice mail with the Receiving and Release (R&R) Sergeant at (707) 451-0182, extension 7276. Friends/Family members desiring to pick up parolees must contact the above number and leave a voice mail at least 3 days prior to the parole date. The voice mail must contain the following information:

- The paroling inmate's name and CDCR number
- The caller's name and California Drivers License (CDL) number
- The caller's relation to the parolee
- The name of any person(s) who will be in the vehicle.
- Contact Information – to be utilized to make a return call to the person

For example, “My name is Bob Jones, CDL M123456. I’m inmate Smith’s friend. I request to pick Inmate Smith, V0000. I will not have any other person in the vehicle with me. I can be reached at (XXX) 456-1234.”

The R&R Sergeant's voice mail will inform callers of the time inmates are expected to parole, as well as the pick up location. The R&R Sergeant or designee shall review the voice mail daily and compile a list of friends/family members for each day's parole releases. Once the review of the provided information has been completed and approved/denied, the R&R Sergeant or designee shall contact the

caller to inform them of the approval or denial. This must be completed at least 24 hours prior to the date of parole. The R&R Sergeant will record this information on a log sheet, reflecting the friends/family members who made prior arrangements. If the inmate's name is not on this list, they must be transported to the bus station and must get on the bus.

On the date of parole, the friend/family member shall report to the designated staging area at the Front Entrance. The Outside Patrol Sergeant shall use the log sheet provided by the R&R Sergeant and verify the friend/family member's name and CDL, as well as prospective parolee's name. The Outside Patrol Sergeant shall also record the friend/family member's vehicle make, model, and license plate number. Any person(s) not on the list will be asked to exit the institution prior to R&R staff exiting the institution with the parolees. R&R staff shall stop at the Front Entrance prior to exiting the institution and only release those inmates whose friends/family that are listed as having made prior arrangements, and are waiting at the designated staging area.

The only exception to this procedure are inmates who are advised of their parole on the day of the parole. In these cases the R&R Sergeant will allow the parolee to contact a friend/family member to pick them up, which will be done utilizing "speaker phone." If the parolee cannot contact any person(s) the parolee shall be transported to the bus station and shall get on a bus.

Friends and family should be directed to leave a voice mail with the Receiving and Release (R&R) Sergeant at least 3 days prior to the parole date, at (707) 451-0182, extension 7276.



GARY SWARTHOUT

Warden

California State Prison - Solano