

**REQUEST FOR INSTITUTIONAL GATE CLEARANCE**

CDCR 614 (03/24)

- ☐ Request for Gate Clearance
- ☐ Request to Visit an Incarcerated Person
- ☐ Request for Gate Clearance Renewal

**SECTION I.**

Parole Unit and District	Parole Agent	Contact Number	Date of Receipt
Supervised Person Full Name	CDCR #	Lifer or High Notoriety Case	Risk Score (CSRA / Static 99R)
Commitment Offense	Requested Institution		
Request for Clearance to Multiple Institutions? (See Page 2)	Program Name (if applicable)		
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Summary of Parole Adjustment (Brief Synopsis)			

**SECTION II.****Parole Agent Recommendation**

<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Date of Recommendation	
Reason for Denial (if applicable)		
Name (Print)	Title	Signature
<b>Supervisor or Assistant Unit Supervisor Recommendation</b>		
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Date of Recommendation	
Reason for Denial (if applicable)		
Name (Print)	Title	Signature
<b>District Administrator Decision</b>		
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Date of Decision	
Reason for Denial (if applicable)		
Name (Print)	Title	Signature
<b>Chief Deputy Regional Administrator Decision (If applicable)</b>		
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Date of Decision	
Reason for Denial (if applicable)		
Name (Print)	Title	Signature

**DISTRIBUTION**

Original - Supervised Person's Field File

Copy - Requester, Parole Case Records, and DAPO Headquarters Mailbox

### INSTRUCTIONS

Read the following instructions carefully to fill out Page 1 so that it can be processed timely.

Requests for institutional gate clearance may be made by a supervised person or program provider. Approved requests are required to be renewed annually, from the date of approval.

The parole agent shall indicate if the request is for program participation or to visit an incarcerated person. In accordance with Penal Code 7465(c), Division of Adult Parole Operations (DAPO) shall provide a response to the requester within 14 calendar days of receipt of the request. The District Administrator may approve the request; however, a denied request shall be reviewed by the Chief Deputy Regional Administrator for final determination.

#### Section I:

##### Parole Agent shall:

- Complete Section I within four calendar days of receipt of the request.

##### For Gate Clearance to Multiple Institutions:

*Note: Supervised persons are required to have verified employment by the program or be a program facilitator.*

#### Section II:

##### Parole Agent shall:

- Document their recommendation, then forward the completed form, along with any program-related documentation, to the Unit Supervisor or Assistant Unit Supervisor. If applicable, the reason for denial shall be documented.

##### Unit Supervisor or Assistant Unit Supervisor shall:

- Review the form and provide a recommendation within three calendar days of receipt from the Parole Agent, then forward the completed form to the District Administrator. If applicable, the reason for denial shall be recorded.

##### District Administrator shall:

- Complete their review within three calendar days of receipt from the Unit Supervisor or Assistant Unit Supervisor.
  - If the request is denied, the reason for denial shall be recorded and the form shall be forwarded to the Chief Deputy Regional Administrator for final determination.

##### Chief Deputy Regional Administrator shall:

- Review, complete, and return the form to the District Administrator within two calendar days.
- Notify the Assistant Deputy Director, Field Operations upon a denied request for clearance.

#### Retention of the CDCR 614

##### Copies of this form shall be:

- Provided to the requester within 14 calendar days of the receipt of the request.
- Placed in the supervised person's field file and forwarded to Parole Case Records for inclusion into the Electronic Records Management System (ERMS).
- Submitted to DAPO Headquarters at [dapogateclearanceinbox@cdcr.ca.gov](mailto:dapogateclearanceinbox@cdcr.ca.gov) to log and track request outcomes.