

## INMATE MAIL

Location in DOM: Chapter 5, Article 41, Page 437  
 Reviewed by: Associate Warden/Main Division  
 Custody Captain \_\_\_\_\_  
 Review Annually: August  
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### 54010.5 PAPER, ENVELOPES, AND STAMPS FOR INDIGENT INMATES

Indigent inmates are defined in California Code of Regulations (CCR) Title 15, Section 3000 as an inmate "who is wholly without funds at the time they were eligible for withdrawal of funds for canteen purchases." See Operational Procedure (OP) 800, Indigent Inmates Supplies and the statewide Department Operations Manual (DOM) for further disposition of the indigent inmate supplies for inmate mail.

#### 54010.5.2 POSTAGE FOR INDIGENT INMATES FOR CORRESPONDENCE TO THE COURTS AND OTHER PERSONS AS REQUIRED

If a question arises concerning the legitimacy of the destination of mail marked "legal mail" by the inmate, a note should be attached to the letter and the letter should be forwarded to the Mailroom. Mailroom staff will determine if the mail fits the criteria to be considered legal mail. See the statewide DOM 54010.5.3, Indigent Inmate Writing Supplies for the amount of supplies per week to be received by indigent inmates.

#### 54010.7 IDENTIFYING MAIL ORIGINATING FROM A CALIFORNIA STATE PRISON

Camp staff will search incoming mail at camps. Institutional Mailroom staff will search the incoming mail of the inmates housed at California Correctional Center (CCC), using Instructions for Searching Incoming Mail (Attachment A).

#### 54010.8 INSPECTION AND READING OF INCOMING AND OUTGOING MAIL

The following ~~1W<sup>st</sup> Watch~~ positions may be utilized for searching incoming mail:

Building 1 Control  
 Building 2 Control  
 Building 3 Control  
 Building 5 Control  
 Main Facility Foyer  
 Lassen ~~Facility C (FACC)~~ Entrance Building

Mailroom staff will pick up incoming inmate mail at the United States Postal Service (USPS) office Monday through Friday. ~~Saturday mail pick-up will be conducted by the Receiving and Release (R&R) Sergeant.~~ There will be no

mail pick-up on Sundays or holidays. Any torn or damaged packages will be rejected at the Post Office.

First Watch 1W staff will be responsible to collect, search, and deliver the mail to the Mailroom for out-processing. Institutional Mailroom staff will search the incoming mail of the inmates housed at CCC. See DOM 54010.26, Forwarding Mail, for locating current housing or when an inmate has transferred or paroled from CCC.

During the collection of all outgoing inmate mail (personal, jail mail, U-Save-Ems, etc.), staff will bundle each individual dorm and housing unit (Dorm 1, Dorm 70, L3, etc.) with a rubber band. ~~Facility C (FACC)~~ outgoing mail shall be picked up and bundled in numerical order. Each individual bundle collected from each housing unit will then be placed into a mailbag and delivered to the Main Foyer. All outgoing correspondence including, but not limited to, letters, packages, and parcels, will be clearly identified as originating from a California State Prison facility. Stamps designating "STATE PRISON" are available for this purpose in all areas which process outgoing mail.

Mail that is not confidential, will be opened with an automatic letter opener machine in the Mailroom to save time and screened as required by the CCR Title 15, Sections 3130, to 3165. The mail will then be given to ~~3W<sup>rd</sup> Watch~~ staff for delivery. All mail containing contraband will be separated in order to not delay other mail processing. The ~~1W<sup>st</sup> Watch~~ Officer searching mail is responsible for verifying correct housing and forwarding mail as necessary.

~~Fire Department staff will pick up inmate mail from the Mailroom at approximately 1400 hours each day, except weekends and holidays.~~

~~First Watch staff will be responsible to collect, search, and deliver the mail to the Mailroom for out-processing.~~

~~Fire Department~~ Mailroom staff will collect outgoing mail from the designated inmate mail collection point, process outgoing inmate mail as outlined in this procedure, and deliver it to the Mailroom for out-processing at 1400 hours each day, except weekends and holidays.

Drawings are not allowed on the front of envelopes, due to interference with the postal machinery reading the receiver's address on the envelope. The address needs to be in the center of the envelope and the inmate's return address in the upper left-hand corner of the envelope. The inmate's return address is to have his full name,

CDCR number, and housing in order for it to be processed.

Only professionally produced purchased envelopes will be permitted to be mailed out. Inmate-manufactured or homemade envelopes will be returned to the inmate. This includes two (2) envelopes made into one (1).

If these instructions are not followed, the mail will be returned to the inmate to be put in another envelope and the inmate will pay postage.

All outgoing mail that has been made with State materials will be returned to the housing units for disposition of a Chrono-Custodial Counseling (CDCR 128A)/Rules Violation Report (RVR).

#### 54010.8.1 ITEMS ENCLOSED IN INCOMING FIRST CLASS MAIL

The following items are allowed to be sent in the mail per calendar month (30 days):

- Paper in the form of legal pad, 14 x 8 ½ inches; tablets, 8 ½ x 11 ¾ inches; or notebooks without spiral binding or cardboard backing, not exceed 500 sheets. The following colored stationery is disallowed: goldenrod yellow, canary yellow, red, pink, blue and green. No cotton paper or envelopes
- 40 envelopes; self-adhesive envelopes are disallowed
- 40 stamps
- Photographs (8x10) or smaller. There is no limit on the number of photographs an inmate may receive at any one time, except the limit that applies to the total amount of personal property. Polaroid's are not allowed. All photos must comply with CCR, *Title 15*, Section 3006, Contraband and DOM Section 54010.14, Correspondence that is Offensive/Threatening/Contains Security Concerns
- One calendar 12 x 12 inches or smaller
- 10 preprinted unsigned greeting cards with 10 envelopes
- Photocopies will be permitted into the institution; no more than five (5) pages per envelope. No photocopies of books, pamphlets, magazines, or other material that would be a copyright violation are permitted. Only photocopied material, prepared at the inmate's expense, through authorized means, will be permitted to be mailed out
- Total package may not weigh more than 13 ounces

Any unacceptable *unopened* mail shall be immediately returned to sender with the envelope annotated "Unauthorized Mail, Return to Sender". Inmates shall be notified pursuant to CCR, *Title 15*, Section 3136, Disapproval of Inmate Mail.

#### 54010.11 CERTIFIED MAIL

Inmates may obtain blank USPS certified mail slips and return receipt postcards from their unit offices at no cost. The inmate will fill out both the domestic return receipt postcard (hereafter referred to as the postcard) and the receipt for certified mail (hereafter referred to as the certified slip). Items that are illegible will be returned to the inmate. The inmate will attach the postcard, certified slip, and a signed CDC-193, Trust Account Withdrawal Order (Attachment B) with the monetary amount left blank. The inmate will then forward the above items to the unit office for inclusion in the legal mail envelope.

Upon receipt, the Mailroom staff will compute the postage, certification costs, and post it on the Trust Account Withdrawal Order. The employee will then make the necessary entry in the Inmate Legal Mail computer program currently used at CCC, fill out the Trust Account Withdrawal Order, and then forward the Trust Account Withdrawal Order to the Trust Office. All other entries are entered in the Inmate Legal Mail computer program. If the inmate does not have sufficient funds to pay the registration costs ~~and has a pay number~~, the *legal* mail will be sent out first class only and a 30-day hold will be placed on the Trust Account for that cost. A 30-day hold will not be placed for indigent inmates. ~~or those without a pay number~~. Legal mail for indigent inmates ~~or those without a pay number~~ will be sent out first class mail only. They will not be able to send out certified mail. Inmates with negative balances on their account will not be allowed to send out mail certified. Their legal mail will be mailed out first class only.

#### 54010.12.2 PROCESSING OUTGOING CONFIDENTIAL MAIL

Any inmate sending outgoing confidential or legal mail will hand deliver their mail to the Unit Program Office. The mail will immediately be put in the unit legal folder and will be placed with the outgoing mail to be delivered to the Main Foyer, where it will be placed in the mail cart, in accordance with CCR, Title 15, Section 3142, Processing of Outgoing Confidential Mail (a)(b)(c)(d)(e).

The FACC ~~3<sup>rd</sup> Watch~~ Security Officer (position number 361276), will pick up legal mail from each building and deliver it to the Building 1 Control Booth Officer. The ~~1<sup>st</sup> Watch~~ Building 1 Control Booth Officer will log the mail in the FACC Legal Mail Log. Upon completion of logging the legal mail, the ~~1<sup>st</sup> Watch~~ Building 1 Floor Officer will deliver the legal mail to Central Control.

The ~~1<sup>st</sup> Watch~~, Outside Patrol Sergeant will transport the legal mail and the Confidential/Legal Mail Log from

Central Control to the Main Foyer entrance and place them in the mail cart.

Inmates may request a copy of their computer-generated Confidential/Legal Mail Log by filling out *and signing* a CDC-193, ~~Trust Account Withdrawal Order~~ and mailing it to the Mailroom. ~~with a written signed request for the copy.~~ There *fees for copies are \$.12 per page.* ~~will be is a charge of \$.12 for each page.~~ The Mailroom then makes copies of the Confidential/Legal Mail Log and mails it to the inmate.

#### Outgoing – Camps

Camps procedures will be developed to suit the camp program; *however, the copy fee remains the same.*

#### 54010.12.3 PROCESSING INCOMING CONFIDENTIAL MAIL

Upon receiving confidential or legal mail, Mailroom staff will check the envelope for compliance with staff signature and date. If the envelope is not signed and dated by staff, it will then be returned to the housing unit so that it can be properly searched and sealed in accordance to CCR, Title 15, Section 3143, Processing Incoming Confidential Mail (a)(b).

Confidential or legal mail will then be separated for processing as previously explained. Mailroom staff will document the pertinent information (the address copied from the envelope) on the Confidential/Legal Mail Log. Verification of attorneys will be made by the Mailroom staff, on outgoing legal mail, by utilizing the Parker Directory of California Attorneys and the California State Bar of Attorneys website. A current issue of the Parker Directory of California Attorneys is available at both Main and FACC Libraries, as well as in the Mailroom.

The Confidential/Legal Mail Log will be kept on file until the inmate departs from the institution. At that time, the Confidential/Legal Mail Log will be forwarded to the inmate's destination. Staff will process legal documents in accordance with CCR Title 15, Sections 3144, Inspection of Confidential Mail and 3165, Mailing Legal Documents requirements.

All incoming confidential mail will be logged onto the computer-generated Legal Mail Log.

#### Incoming – Camps

Confidential and legal mail received at camps will be developed to suit the Camp Program.

#### 54010.14 CORRESPONDENCE THAT IS OFFENSIVE/THREATENING/CONTAINS SECURITY CONCERNS

Pursuant to CCR, Title 15, Section 3006, the following contraband items will be returned to sender, *at the inmate's expense*, if there is not a need to hold such items pending an appeal or investigation:

- Accordion file folders
- Advertisements and materials whose primary purpose is to sell a product.
- Altered photos
- Card stock – Incoming
- Bubble (padded) envelopes will be returned to sender unopened
- Cardboard box materials; however, Priority Mail envelopes from USPS will be accepted
- Cards that are unsigned
- Cash
- Cassette tapes or CDs
- Clothing
- Credit cards or phone cards
- Decals, glue, or glitter-type items
- Dried flowers
- Driver's License, ID cards, Social Security card, original in nature
- Excessive lipstick and perfume on or within mail
- Food items
- Foreign substance on paper or envelope (including crayon, glitter, white-out, etc.)
- Greeting cards must not contain musical devices, multi-layers, pop-ups, springs, holograms or any other item specified as contraband
- Jewelry
- Laminated cards/hard plastic
- Letters or envelopes saturated with unknown substances
- Manila folders
- More than 40 stamps (CCC DOM Supplement 54030.17.7) or stamped envelopes
- Oversized cards, papers, and calendars (larger than 8" x 10")
- Paint, water colors and painted or water colored drawings
- Pens, pencils and crayons
- Photo albums
- Photos depicting gang activity or other unlawful acts
- Photographs, illustrations or written materials that promote, instruct, or celebrate criminal gang activity are prohibited; inmates may not receive

- Photographs with attached backing (framed photographs that cannot be searched; Polaroid, negatives and slides)
- Pornography
- Stickers (see DOM Section 54010.21.1, Processing/Inspection of Incoming Magazines and Newspapers)
- Self-sealing or peel and stick
- String
- Unauthorized correspondence (CCR, Title 15, Sections 3135, Disturbing or Offensive Correspondence, 3139, Correspondence Between Inmates, Parolees, and Probationers and 3140, Funds Enclosed in Correspondence)
- Whiteout
- Wood or metal items
- Wrapping paper

These items are considered contraband coming in through the USPS from private parties and shall be immediately returned, unopened, to the sender with the envelope annotated, "Unauthorized Mail, Return to Sender."

#### **54010.16 NOTIFICATION TO INMATES OF DISAPPROVAL - MAIL/PACKAGES/PUBLICATIONS AND DISPOSITION OF UNDELIVERED MAIL**

The CDCR 1819, Notification of Disapproval-Mail/Packages/Publications (Attachment C) will be sent to the inmate with the notation, "FOR YOUR RECORDS ONLY - NO RESPONSE NEEDED. The inmate must notify the Mailroom of an appeal so that the item can be held pending the Second Level Appeal outcome.

If a *CDC-193* Trust Account Withdrawal Order is going to be used by the inmate to return mail, there must be sufficient funds available in the trust account at that time. No holds will be placed on accounts for this purpose.

#### **54010.18 FUNDS ENCLOSED IN CORRESPONDENCE**

~~Inmates with money on their books at Reception may not receive for up to six (6) weeks. If someone sends cash, it~~  
The Mailroom will remove the money order funds from the letter and stamp a "receipt" on the back of the envelope, indicating the amount received. ~~will be returned to him or her. A Report of Collection Log (Attachment D) is completed~~ Mailroom Daily Receipt Log (Attachment D) is filled out with the inmate's name, CDCR number, ~~from whom sender's name, the cash was received, their sender's address, and the amount of cash received. One (1) copy of the list and receipt is kept in the Mailroom. The original log and funds are hand delivered to the Accounting Department. Accounting staff shall count the funds in the presence of the Mailroom staff and both staff shall sign the Report of Collection Log.~~

~~Effective June 26, 2011, A 30-day hold was is placed on all negotiable instruments. Negotiable instruments include, but are not limited to, personal checks, money orders, and business checks. The 30-day hold process has been implemented due to an emergency amendment made to CCR Title 15, Section 3140 (d).~~

If restitution is owed, ~~44~~ **50** percent ~~or the balance owed, whichever is less, incoming funds,~~ plus a 10 percent administrative fee, ~~not to exceed 55 percent~~ shall be deducted. ~~by the CCC Trust Office. Inmates may contact their counselor to find out the amount money on their books.~~

When Mailroom staff discovers cash in incoming mail, they will *send an informational letter to the sender notifying them that cash is prohibited.* Photocopy the envelope it came in and attach the cash to it. *They will enter it on the Report of Collection Log, photocopy the envelope and hand deliver the log, cash, and photocopy to the Accounting Department.*

~~A transfer receipt, which is computer generated, is created and sent to Accounting with the Mailroom Daily Receipt Log and the cash. Accounting will receives and processes the cash by receipting the cash into Cash State. The Cash State receipt, cash, and back up is are forwarded to the Regional Accounting Office (RAO). RAO issues a check to the sender for the amount of the cash. They RAO will send a copy of the list, receipt, and another receipt generated by Accounting. Staff will, whenever possible, encourage the use of electronic transfers to the inmates' Trust Accounts in lieu of the use of money orders and personal checks. Currently the State is utilizing the JPAY program and Western Union for credit/debit card payments that can be accessed online or by telephone.~~

When Traveler's Checks are received, they are logged and returned to the sender via Certified Return Receipt.

*When sender information is not indicated on the envelope and negotiable instrument, the Accounting Department shall send the funds to the State Controller's Office (SCO) to be placed in an Unclaimed Trust Account and the sender must file a claim with SCO to request the funds.*

The procedure for processing funds when an inmate brings a negotiable instrument; (i.e., money order, check, cashier's check, etc.), to staff that may have been missed by staff *during the mail search* is as follows:

The funds will be documented on a CDCR 128B Money Order/Check Receipt (Attachment E), with the serial number and the amount of the item, including the

inmate's name, CDCR number, and housing number. The officer will sign the CDCR 128B and make two (2) copies of the inmate's ID, the item, etc., and the CDCR 128B.

- The funds will be logged in the Money Order/Check Receipt Log Book (Attachment F).
- The inmate's ID card will be returned to the inmate with a copy of the CDCR 128B.
- The funds will be hand-carried, with the CDCR 128B, on a daily basis, to the Mailroom staff to be logged.
- ~~The inmate will receive a Negotiable Instruments Hold memorandum (Attachment G).~~

Mailroom staff will remove the funds received from the envelope, ensure the inmate's CDCR number is on the item, document the item number and the inmate's CDCR number on the back of the envelope, and enter the information onto the ~~Money Order/Check Receipt Logbook~~ **Report of Collection Log**. If the inmate's name and CDCR number do not match, the funds must be returned to the sender.

After the funds are entered onto a ~~check/money order list~~ **the Report of Collection Log**, the funds and a copy of the Money Order/Check Receipt Logbook will be hand-carried by Mailroom staff to the Cashier. A copy of the Money Order/Check Receipt Logbook will be given to Investigative Services Unit and one (1) copy will be retained in the Mailroom.

### Camps

All funds will be processed according to DOM **54010.14** and 54010.18.

Funds discovered in inmate mail at camps will be recorded on the ~~Money Order/Check Receipt Logbook~~ **Report of Collection Log** and forwarded to the ~~Trust Office~~ **Accounting Department** via the weekly camp transportation bus.

~~If the inmate's name and CDCR number do not match, the funds must be returned to the sender.~~

~~The funds will be returned to the sender if the information has been altered (crossed out) or whiteout/correction tape is evident.~~

### 54010.18.1 RECEIPT OF SOCIAL SECURITY/WELFARE/TAX REFUND CHECKS

Checks that require verification of entitlement, such as Veterans' Administration Compensation, Supplemental Security Income, State and Federal Income Tax Refunds, retirement checks, insurance settlements, and life insurance checks will be processed **according to DOM 54010.18 and are sent to the inmate's counselor by the Accounting Department. The inmate shall endorse the check in the presence of the counselor. The counselor will forward the**

**endorsed check back to the Accounting Department.** ~~by the Mailroom and forwarded to the Cashier. Checks for Facilities A, B, C, and M inmates are sent with legal mail for endorsement. Facility staff will be responsible for having the inmates endorse these checks. The checks will then be returned with the legal mail each morning.~~

### 54010.18.4 PERSONAL CHECKS

The procedure for processing personal checks, when an inmate brings a personal check to you that may have been missed ~~during the mail search~~ **by staff** will be ~~the same as mentioned above in~~ **processed according to** DOM 54010.18.

### 54010.21.1 PROCESSING/INSPECTION OF INCOMING MAGAZINES AND NEWSPAPERS

The Mailroom supervisor will review all publications. All disapprovals will be authorized by the Custody Captain.

Under CCR, Title 15, Section 3136 (a), disapproval of a publication that is not in clear violation of departmental regulations shall be referred to the Warden, but not lower than the Chief Deputy Warden (CDW), for determination and appropriate action.

When a publication is disapproved by the Custody Captain, the following shall be adhered to by Mailroom staff:

- A letter shall be sent to the publisher when an inmate (or inmates) is denied the receipt of a book, magazine or publication (sample disapproval letter, Attachment **GH**).
- The letter shall be sent within 15 calendar days of denial.
- At a minimum the letter shall include the inmate's name and CDCR number.
- If more than one (1) inmate is denied the same book, magazine, newspaper, or other publication, the institution only needs to send one (1) letter of notification to the publisher with the names and numbers of all of the inmates who were the intended recipients of the publication; the reason why the book, magazine, or publication was banned; the applicable CCR section that is in violation; and notice to the publisher that it has the right to appeal this decision per the CCR, Title 15, Section 3137, Appeals Relating to Mail and Correspondences (c).

Inmates may subscribe to newspapers, periodicals, and books; hardcover books will be permitted if covers are

removed at the inmate's request as stated in DOM 54030.7.1, Special Purchases, and CCR, Title 15, Section 3134.1 (c), and section 3191 (c). All publications shall be sent directly from a publisher or bookstore that does mail order business. Only the Warden may authorize exceptions. Inmates shall not possess or have access to any written materials or publications in which the contents promote, celebrate or provide instruction for the following behaviors or activities:

- Criminal activity or behavior, including but not limited to, causing harm to self or others, and/or violating Federal or State laws, or local ordinances.
- Activity or behavior that violates State rules, regulations, administrative policies, or institution/camp policies.
- Coded messages.
- Any description for the making of any weapon, explosive, poison, or destructive device.
- Illustrations, explanations, and/or descriptions of how to sabotage, disrupt, build, modify, or repair computers, communications, or electronics.
- Catalogs, advertisements, brochures, and material soliciting a response from an inmate.
- Maps depicting any area within a ten-mile radius of a facility.

Items intended for removal and identified as contraband, i.e., stickers, compact discs (CD), etc., may be removed from publications while publication remains intact, per CCR Title 15, Section 3006(d), and be destroyed.

#### **54010.21.3 NOTIFICATION TO PUBLISHER FOR DISAPPROVAL OF PUBLICATION**

When incoming books, magazines, or publications to an inmate are withheld or disallowed, a letter shall be sent to the publisher. The letter will include the reason why the book, magazine, or publication was denied; the names and CDCR numbers for all inmates affected, the applicable CCR section that is in violation, and the fact that the publisher has the right to appeal this issue in accordance with CCR, *Title 15*, Section 3137(c) and DOM Section 54010.27, Forwarding Confidential Correspondence from the Court.

#### **54010.22.1 PROCESS FOR APPROVAL/DENIAL OF CORRESPONDENCE REQUESTS**

Inmates shall request consideration for correspondence approval via an Inmate/Parolee Request for Interview/Item or Service, CDCR 22 (Attachment *HI*). The Correctional Counselor I (CCI) shall have 30 calendar days to process these requests.

The CCI at the receiving institution shall review the CDCR 1074, *Request for Correspondence Approval (Attachment*

*J*) and annotate whether the inmate meets the criteria to correspond according to the DOM.

The CCI shall not be required to forward photocopies of completed CDCR 1074, ~~Request for Correspondence Approval (Attachment J)~~ to custody staff in inmate housing units.

A CDCR 1819 ~~Notification of Disapproval~~ shall be utilized by each CDCR facility. A copy of CDCR 1819 will be distributed to the inmate and the sender, and a copy shall be retained in the Mailroom.

#### **54010.26 FORWARDING MAIL**

All institutional mail and reroute mail are to be slotted by the department routing the mail, in the appropriate mailboxes in the Foyer (under the stairs).

Mailroom and housing unit staff shall utilize the Strategic Offender Management System (SOMS), when it is determined that an inmate has received a housing or bed move, or when an inmate has transferred or paroled from CCC. When the housing unit staff determines an inmate's location has changed, the housing unit staff will write the current housing on the outside of the envelope and return it to the mailroom for routing to the proper housing unit, institution, or parole region.

If the inmate cannot be located or identified, the Mailroom staff shall return all documents to the party sending the mail.

Legal mail received from a court will be forwarded by the Mailroom to the inmate's new location within one business day.

The following are approved CCC inmate mail post office boxes:

Facility's A and M - P. O. Box 2500, Susanville, CA 96127

Facility B - P. O. Box 2400, Susanville, CA 96127

Facility C - P. O. Box 2210, Susanville, CA 96127

#### **54010.32 REFERENCES**

~~The following references have been used in the development of this DOM 54010.5, Paper, Envelopes and Stamps for Indigent Inmates:~~

- ~~Penal Code (PC) Section 311~~
- ~~Federal Court Ruling Regarding Non-subscription Bulk Mail and Catalogs Addressed to an Individual Inmate Memorandum~~

- ~~Turn v. Safley Four Part Test~~
- ~~United States Court of Appeals for the Ninth Circuit,  
No. 03-35608 D.C. No. CV-01-01911 RSL~~
- ~~Prohibited Publications Memorandum~~
- ~~OP 800, Indigent Inmate Supplies~~
- ~~Administrative Bulletin 02/04, Ban of Materials  
Displaying Frontal Nudity~~
- ~~Administrative Bulletin 97/6, Publication Restrictions~~
- ~~CCR, Title 15, Section 3000 and 3138~~


### Responsibility, Review and Approval

The Associate Warden, Main Division, and the Custody Captain, under the supervision of the CDW, are responsible for the implementation and monitoring of this procedure. This Operational Supplement shall be reviewed annually by the AW, Main Division, in the month of August and requires the approval of the Warden.

The Inmate Assignment Lieutenant is responsible for the daily operation of this procedure.

### Attachments

- Attachment A Instructions for Searching Incoming Mail
- Attachment B CDC-193 Trust Account Withdrawal Order
- Attachment C CDCR 1819 Notice of Disapproval-  
*Mail/Packages/Publications*
- Attachment D ~~Mailroom~~ *Report of Collection Log*  
Daily Receipt Log
- Attachment E CDCR 128B Money Order/Check Receipt
- Attachment F Money Order/Check Receipt Log ~~Book~~
- Attachment G ~~Negotiable Instrument Hold~~  
Memorandum
- Attachment ~~GH~~ Sample Disapproval Letter
- Attachment ~~HI~~ CDCR 22 Inmate/Parolee Request for Interview, Item or Service
- Attachment ~~IJ~~ CDCR 1074 Request for Correspondence Approval

  
R. L. GOWER  
Warden

9/24/15  
Date

**INSTRUCTIONS FOR SEARCHING INCOMING MAIL**

**Always search entire contents of envelope for CONTRABAND (see list of contraband items in DOM).** Attach a yellow post-it note stating what the contraband item(s) are to the front of the envelope then place the envelope in the large manila envelope in the mail boat.

Money Order # (4) \_\_\_\_\_ \$ (3) \_\_\_\_\_

Visiting Form Removed: (5) \_\_\_\_\_ Contraband Removed: \_\_\_\_\_

Pictures: (6) \_\_\_\_\_ Envelopes: (7) \_\_\_\_\_ w/Postage: (8) \_\_\_\_\_

Stamps: (9) \_\_\_\_\_ Cash Returned: [ ] \$ (10) \_\_\_\_\_

[M6} Initials: (12) \_\_\_\_\_ Date: (13) \_\_\_\_\_

Subject to Restitution per PC Section 2085.5

**Use the stamp provided in the mail boat when an envelope contains any of the following:**

- Money Order/Personal Check (3)(4)
- Visiting Forms (5)
- Pictures (6)
- Stamps (9)
- Cash (10)

- ( 1) **Always** write the inmate's last name.
- ( 2) **Always** write the inmate's CDC #.
- ( 3) Fill in the amount of Money Order/Personal check
- ( 4) Write Money Order # (See enclosed examples for which number to write).  
**Always make sure the CDC # is on the Money Order and that it is correct.**
- ( 5) Place a √ if removing visiting form(s).
- ( 6) Count pictures (NO POLAROIDs ALLOWED).
- ( 7) Count stamps (40MAX TO INMATE) @ DOLLAR AMOUNT PER STAMP RECEIVED (Current price of postage).
- ( 8) If cash enclosed √ and write amount.
- ( 9) **Always** initial the space provided showing that you have searched the mail.
- (10) **Always** write in the date you searched the mail.

**ALWAYS SIGN THE LOG ATTACHED TO THE COVER OF THE MAIL BOAT WHEN YOU HAVE COMPLETED SEARCHING THE MAIL.**



## TRUST ACCOUNT WITHDRAWAL ORDER

Date \_\_\_\_\_ 20\_\_\_\_

To: Warden

Approved \_\_\_\_\_

I hereby request that my Trust Account be charged \$ \_\_\_\_\_ for the purpose stated below and authorize the withdrawal of that sum from my account:

\_\_\_\_\_  
NUMBER

State below the PURPOSE for which withdrawal is requested  
(do not use this form for Canteen or Hobby purchase).

PURPOSE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
NAME (Signature please, DO NOT PRINT)

PRINT PLAINLY BELOW name and address of person  
to whom check is to be mailed.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PRINT YOUR FULL NAME HERE

## NOTIFICATION OF DISAPPROVAL - MAIL/PACKAGES/PUBLICATIONS

INMATE'S NAME

CDC NUMBER

**MAIL / PACKAGES SECTION** (Complete for mail or package cases only)☐ INCOMING MAIL/PACKAGE☐ OUTGOING MAIL/PACKAGE

LIST ITEM(S) WHICH MEET DISAPPROVAL CRITERIA

DESCRIPTION OF MATERIAL THAT MEETS DISAPPROVAL CRITERIA, INCLUDE CCR, TITLE 15 SECTION

DISPOSITION	SENDER INFORMATION	
<input type="checkbox"/> HELD PENDING INVESTIGATION/APEAL	FIRST NAME MI LAST NAME	
<input type="checkbox"/> RETURNED TO SENDER (At Inmate's Expense) (Date)	ADDRESS (NUMBER AND STREET)	
<input type="checkbox"/> DESTROYED	CITY STATE ZIP CODE	
*(INMATE HAS FIFTEEN (15) DAYS, AFTER NOTIFICATION OF DISAPPROVAL HAS BEEN FORWARDED, TO LET STAFF KNOW THE CHOICE OF DISPOSAL, OTHERWISE MATERIAL WILL BE DESTROYED).	I ACKNOWLEDGE RECEIPT OF THIS NOTIFICATION: (INMATE'S SIGNATURE)	
	DATE SIGNED	

**AUTHORITY TO DISALLOW** (Must be completed in all cases)

PRINTED NAME OF WARDEN'S DESIGNEE	SIGNATURE OF WARDEN'S DESIGNEE	DATE SIGNED	DATE FORWARDED TO INMATE
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**PUBLICATIONS SECTION** (Complete for publication cases only)

TITLE OF PUBLICATION (Include issue/date)	PUBLISHER	PAGE(S) WHICH MEET DISAPPROVAL CRITERIA
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DESCRIPTION OF MATERIAL THAT MEETS DISAPPROVAL CRITERIA, INCLUDE CCR, TITLE 15 SECTION

DISPOSITION	DESIGNEE INFORMATION	
<input type="checkbox"/> HELD PENDING INVESTIGATION/APEAL	FIRST NAME MI LAST NAME	
<input type="checkbox"/> DESTROYED	ADDRESS (NUMBER AND STREET)	
<input type="checkbox"/> RETURNED TO OUTSIDE DESIGNEE AT INMATE'S EXPENSE (Date)	CITY STATE ZIP CODE	
**(INMATE HAS FIFTEEN (15) DAYS, AFTER NOTIFICATION OF DISAPPROVAL HAS BEEN FORWARDED, TO LET STAFF KNOW THE CHOICE OF DISPOSAL, OTHERWISE MATERIAL WILL BE DESTROYED).	I ACKNOWLEDGE RECEIPT OF THIS NOTIFICATION: (INMATE'S SIGNATURE)	
	DATE SIGNED	

**AUTHORITY TO DISALLOW** (Must be completed in all cases)

FACILITY CAPTAIN'S PRINTED NAME	FACILITY CAPTAIN'S SIGNATURE	DATE SIGNED	DATE FORWARDED TO INMATE
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DISTRIBUTION:  
ORIGINAL - MAILROOM  
CANARY - INMATE  
PINK - SENDER / DESIGNEE

\* ALL APPEALS REGARDING MAIL/PACKAGES SHALL BE REFERRED TO THE WARDEN'S DESIGNATED STAFF

\*\* ALL APPEALS REGARDING PUBLICATIONS SHALL BE REFERRED TO THE FACILITY CAPTAIN.

## Date to Acctg:

## Receipt #:

### Account 198 - Inmate Trust Funds

# ATTACHMENT D

Accounting, Use Only

**\*\*NO BLANKS - EVERY BOX MUST BE FILLED IN COMPLETELY**

[illegible]

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INMATE NAME \_\_\_\_\_ CDC # \_\_\_\_\_ DATE \_\_\_\_\_ CDCR-128-B

On the above date, the above named/numbered inmate received a money order/check in the mail. The money order/check was recorded in the facilities Money Order Log Book.

MONEY ORDER/CHECK # \_\_\_\_\_

MONEY ORDER/CHECK AMOUNT \_\_\_\_\_

It was then transported to the Mailroom and credited to the inmate's account

Original: Mailroom  
Copy: Facility Unit Office  
Inmate ,

By \_\_\_\_\_  
Correctional Officer

(MONEY ORDER/CHECK RECEIPT)

GERERAL CHRONO

---

## ATTACHMENT F

[illegible]

**DIVISION OF ADULT INSTITUTIONS  
CALIFORNIA CORRECTIONAL CENTER**

P. O. Box 790  
Susanville, CA 96127-0790  
(530) 257-2181 EXT. 4187

ATTACHMENT G



May 23, 2014

Made Up Magazine  
John Doe  
P. O. Box 9999  
Richmond, CA  
94807-0999

To Whom It May Concern:

This letter is to advise you that your publication entitled "June 2012 "will not be delivered to inmate(s) listed below housed at California Correctional Center. This is based on a violation of the California Correctional Center's Title 15, Section 3006 C 17 Frontal Nudity. Your publications contained such contraband on pages 18,19,23,25,48,49,58,67,68,96,104,105,106,108,110,112,113,117,119 and will not be permitted into the institution.

Smith, F. A12345

Jones, A. B12345

Please be advised that you have the right per CCR Section 3137 (c) to appeal this issue. CCR 3137 (c) states in part, "Appeals relating to facility procedures and practices should be addressed in writing to the warden, superintendent or regional administrator of the facility where the appeal arises. The warden, superintendent or regional parole administrator shall provide a written response within 15 working days. Appeals that are not satisfactorily resolved at this level may be forwarded in writing to the Secretary, who shall provide a written response within 20 working days."

Should you have questions or concerns, please contact mailroom staff at (530)257-2181 extension 4187 or 4632.

Thank you,

Mailroom

SAMPLE

ATTACHMENT H

SECTION A: INMATE/PAROLEE REQUEST

NAME (Print): (LAST NAME) (FIRST NAME)		CDC NUMBER:	SIGNATURE:
HOUSING/BED NUMBER:	ASSIGNMENT:	HOURS FROM _____ TO _____	TOPIC (I.E. MAIL, CONDITION OF CONFINEMENT/PAROLE, ETC.):

CLEARLY STATE THE SERVICE OR ITEM REQUESTED OR REASON FOR INTERVIEW:

METHOD OF DELIVERY (CHECK APPROPRIATE BOX) \*\*NO RECEIPT WILL BE PROVIDED IF REQUEST IS MAILED \*\*

- ☐ SENT THROUGH MAIL: ADDRESSED TO: \_\_\_\_\_ DATE MAILED: \_\_\_\_/\_\_\_\_/\_\_\_\_
- ☐ DELIVERED TO STAFF (STAFF TO COMPLETE BOX BELOW AND GIVE GOLDENROD COPY TO INMATE/PAROLEE):

RECEIVED BY: PRINT STAFF NAME:	DATE:	SIGNATURE:	FORWARDED TO ANOTHER STAFF? (CIRCLE ONE) YES NO
IF FORWARDED - TO WHOM:		DATE DELIVERED/MAILED:	METHOD OF DELIVERY: (CIRCLE ONE) IN PERSON BY US MAIL

SECTION B: STAFF RESPONSE

RESPONDING STAFF NAME:	DATE:	SIGNATURE:	DATE RETURNED:
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SECTION C: REQUEST FOR SUPERVISOR REVIEW

PROVIDE REASON WHY YOU DISAGREE WITH STAFF RESPONSE AND FORWARD TO RESPONDENT'S SUPERVISOR IN PERSON OR BY US MAIL. KEEP FINAL CANARY COPY.

SIGNATURE:	DATE SUBMITTED:
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SECTION D: SUPERVISOR'S REVIEW

RECEIVED BY SUPERVISOR (NAME):	DATE:	SIGNATURE:	DATE RETURNED:
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ATTACHMENT I

FR:		TO:	
TITLE:		TITLE:	
INSTITUTION/ PAROLE REGION:		INSTITUTION/ PAROLE REGION:	
ADDRESS:		ADDRESS:	
1. INMATE/PAROLEE REQUESTING TO CORRESPOND:		2. INMATE/PAROLEE UNDER YOUR JURISDICTION:	
CDC NUMBER	CURRENT STATUS <input type="checkbox"/> INMATE <input type="checkbox"/> PAROLEE	CDC NUMBER	CURRENT STATUS <input type="checkbox"/> INMATE <input type="checkbox"/> PAROLEE
KNOWN GANG AFFILIATION(S):		KNOWN GANG AFFILIATION(S):	
MISCELLANEOUS INFORMATION/COMMENTS:		MISCELLANEOUS INFORMATION/COMMENTS:	
COUNSELOR/AGENT'S RECOMMENDATION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED for the following reason: _____		COUNSELOR/ AGENT'S RECOMMENDATION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED for the following reason: _____	
COUNSELOR/AGENT'S SIGNATURE: ▶	DATE:	COUNSELOR/AGENT'S SIGNATURE: ▶	DATE:
COUNSELOR/AGENT'S NAME (TYPED OR PRINTED):		COUNSELOR/AGENT'S NAME (TYPED OR PRINTED):	
SUPERVISING AUTHORITY'S DECISION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED for the following reason: _____		SUPERVISING AUTHORITY'S DECISION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED for the following reason: _____	
SIGNATURE: ▶	DATE:	SIGNATURE: ▶	DATE:
TITLE:		TITLE:	
INSTRUCTIONS:  If request is denied, note reason and notify inmate/parolee #1  If request is approved by requesting facility, retain pending copy and forward request to inmate parolee #2's supervising authority.		INSTRUCTIONS:  Receiving facility to retain last two copies (1 for inmate/parolee, 1 for inmate/parolee's file and return to requesting facility).  DISTRIBUTION: (After processing):  Original - Inmates/Parolee #1's File Copy - Inmates/Parolee #1 Copy - Inmates/Parolee #2's File Copy - Inmates/Parolee #2 Copy - Retained by requesting facility until process completed.	