

CALIFORNIA CORRECTIONAL INSTITUTION
Tehachapi, California

May 2009

I. PLAN NUMBER AND TITLE: Operational Procedure Number 203, *Institutional and Inmate Mail*

II. PURPOSE AND OBJECTIVES:

A. The purpose of this procedure is accomplish the following:

1. To encourage correspondence between inmates and persons outside the institution.
2. To provide for the sending and receiving of mail by inmates as specified in this procedure.
3. To ensure privacy of correspondence between inmates and persons outside the California Correctional Institution (CCI), except as may be necessary to prevent physical injury to persons and to maintain the security of the institution and the community.

B. The objective of this procedure is to provide for the processing of all inmate and institutional mail as rapidly as possible in accordance with California Code of Regulations (CCR), California Department of Corrections and Rehabilitation Operations Manual, California Penal Code, and Federal Postal Regulations.

III. REFERENCES:

A. California Penal Code, Sections 311 and 2601; CCR, Sections 3000, 3006, 3025, 3130 through 3153, 3162, 3165, 3331, 3343; DOM 52050.15, 21080.4, 52050.28, 52070.29, 52070.30, 52080.21.4, 52080.33.4, 54010.

IV. APPROVAL AND REVIEW: This procedure shall be reviewed annually by the Captain of Operations and will be approved by the Warden following review by the Chief Deputy Wardens. This procedure supersedes Operational Procedure Number 203 dated February 2006.

V. RESPONSIBILITY: The Warden has overall responsibility for the operation of this procedure. The Visiting Lieutenant has direct supervision over the Mailroom Sergeant and the Captain of Operations is the indirect supervisor. The Mailroom Sergeant supervises the Mailroom Material and Stores Supervisor (M&SS-I) and the Office Assistants assigned to the Mailroom. The Mailroom Sergeant is responsible for the implementation of this procedure. The Housing Unit Officers are responsible for the distribution and collection of mail within their Units and for rerouting mail. Each Unit has the responsibility to inform new inmates of Departmental regulations and institution-level procedures governing inmate mail through their inmate orientation program and/or Inmate Orientation Package.

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VI. METHODS: Any violation of laws governing mail shall be referred to postal authorities and other appropriate law enforcement officials. Violations of law and policies set forth in the CCR may result in the temporary suspension or denial of correspondence between the persons involved. This procedure applies to all inmates and institution staff.

A. Allowable Correspondence:

1. Correspondence between inmates, parolee, or probationer is allowed, pursuant to CCR Section 3139; however, authorization to correspond is required.
2. Authorization and/or approval to correspond shall be returned from the receiving institution to complete the authorization process.
3. Inmates shall request authorization for correspondence via a CDC GA-22, *Inmate Request for Interview*. The request shall clearly indicate the full name, CDC number and/or booking number, address, and relationship of the inmate with whom they wish to correspond. The Correctional Counselor I (CC-I) shall have 30 calendar days to process these requests.
4. If an inmate's request to correspond with another inmate is denied, the CC-I shall annotate the reason for denial on the CDC GA-22 and forward it to the Facility Captain for review. The CC-I shall not be required to generate a CDC 1074, *Request for Correspondence Approval*, for inmates whose requests are denied in accordance with this procedure.
5. When an inmate's request to correspond with another inmate meets the criteria for approval, the CC-I shall complete a CDC 1074 and forward it to the Facility Captain for review and signature.
6. Upon completion of the CDC 1074, the fifth page shall be retained by the CC-I. The remaining four pages shall be forwarded, intact, to the institution/facility where the second inmate is housed.
7. Upon return of the CDC 1074 from the second inmate's institution/facility, the assigned CC-I shall ensure that copies are distributed to the Central File (original), and the inmate.
8. Requests for correspondence approval received from another institution/facility must meet the criteria for approval. If the request does not meet the criteria for approval, the CC-I shall annotate on the CDC 1074 the reasons for the denial and forward it to the Facility Captain.
9. When a request for correspondence between inmates is received from another county, state, or federal facility (and meets the criteria for approval), the CC-I

shall ensure that a CDC 1074 is completed. The CC-I shall also ensure that a cover memorandum is generated and forwarded to the requesting agency.

10. The CC-I shall not be required to forward photocopies of completed CDC 1074s to custody staff in Housing Units.

B. Contests and Prizes: Disallowed pursuant to CCR, Section 3138(g), *General Mail Regulations*.

C. Address and Return Address:

1. The inmate has the responsibility to provide his correspondents with a complete return address on all outgoing mail.
2. Inmates shall place their return address on the upper left-hand corner of the envelope. Inmates shall use the appropriate Post Office (PO) Box number for the Unit/Facility where they are housed.

Unit I

Name, CDC Number
California Correctional Institution
Dormitory indicator, and Bed Number
P.O. Box 107
Tehachapi, CA 93581

Unit II

Name, CDC Number
California Correctional Institution
Dormitory indicator, and Bed Number
P.O. Box 608
Tehachapi, CA 93581

Unit III

Name, CDC Number
California Correctional Institution
Housing Unit, and Bed Number
P.O. Box 1905
Tehachapi, CA 93581

Unit IVA

Name, CDC Number
California Correctional Institution
Housing Unit, and Bed Number
P.O. Box 1902
Tehachapi, CA 93581

Unit IVB

Name, CDC Number
California Correctional Institution
Housing Unit, and Bed Number
P.O. Box 1906
Tehachapi, CA 93581

3. Outgoing mail without the full return address will be returned to the sender.
4. Inmate mail with an incorrect inmate address will be rerouted to the inmate's current housing by Third Watch staff.

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D. Change of Address:

1. Reference CCR Section 3147 (a)(8)(E), *Definition and Disposition of Mail*
2. Inmates shall have the responsibility to notify their correspondents of a change of address. Changes of address cards are available from the Mailroom upon request.

E. Forwarding of Inmate Mail:

1. DDPS will be used to locate any inmate that has been gone for 90 days or less.
2. OBIS will be used to locate any inmate gone longer than 90 days.
3. Transferred Inmate: Reference CCR, Section 3147(a)(8)(E), *Definition and Disposition of Mail*.
4. Address Unknown: Reference CCR, Section 3147(a)(8)(B), *Definition and Disposition of Mail*.
5. Temporary Absence: Reference CCR, Section 3147(a)(8)(A), *Definition and Disposition of Mail*.
6. Newspapers: Reference CCR, Section 3147(a)(8)(F), *Definition and Disposition of Mail*.

F. Disturbing or Offensive Correspondence: Disallowed: Reference: CCR, Section 3135, *Disturbing or Offensive Correspondence*.

G. Processing and Disapproval of Inmate Mail:

1. The Distributed Data Processing System (DDPS) and/or the Offender Based Information System (OBIS) will be used to locate an inmate when processing an incomplete inmate address received from a City, County, State, or Federal department or agency. If the inmate cannot be determined upon review of the envelope, the letter will be returned to the sender requesting additional information to identify the inmate.
2. Processing incorrectly addressed incoming inmate mail from persons outside the facility. If the recipient cannot be determined, the mail will be returned to sender with a label attached by Mailroom staff advising the sender of the necessary addressing information for delivery of inmate mail.
3. The Captain of Operations shall review correspondence that has been disallowed.

H. Disallowed Incoming and Outgoing Mail and Its Disposal:

1. Reference: CCR, Section 3147, *Definition and Disposition of Mail*. CDC Form 1819, *Notification of Disallowed Mail*, shall be used to notify the inmate of the event.
2. In accordance with Administrative Bulletin 02/04, Inmates shall not be allowed to possess/receive materials that show frontal nudity of either gender. Frontal nudity includes either the exposed female breast(s) and/or genitalia of either gender. Prohibited materials include personal photographs, drawings, magazines and/or pictorials,

I. Mail Retention in Central File: Reference CCR, Section 3147(a)(7), *Definition and Disposition of Mail*.

J. Confidential Correspondence:

1. Reference CCR, Section 3141, *Confidential Correspondence*.
2. An abuse of this right and such proven abuse may be subject to disciplinary action.
3. The Mailroom and all inmate libraries shall maintain a current issue of ***Directory of Attorneys*** to verify addresses of persons and agencies, which inmates may correspond with confidentially.

K. Processing of Outgoing Confidential Legal Mail:

1. Reference CCR, Section 3142, *Processing of Outgoing Confidential Mail*.
2. In order to be accepted and processed as confidential legal correspondence, an inmate's letter must comply with the following requirements:
 - a. Inmates wishing to post confidential legal mail shall present the mail unsealed to designated facility staff. In the presence of the inmate, a staff member shall remove the contents of the envelope upside down to prevent inadvertent reading of the contents. If no prohibited material is discovered staff shall allow the inmate to seal the envelope. The staff member then shall sign and date the back of the envelope and deposit the confidential mail in the facility legal mailbox or legal mailbag.
3. Prohibited material found in confidential mail is subject to the sanctions of CCR, Section, 3144 (1) *Confidential Correspondence*, and CCR Section 3312, *Disciplinary Methods*.

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4. First Watch staff shall transport inmate mail to the appropriate depository as designated by the Warden.
 5. Inmates shall provide sufficient postage or, for bulk mail a fully completed CDC 193, *Trust Withdrawal*, shall be attached to the outside of the container/envelope.
- L. Mailing of Legal Documents:
1. Reference CCR Section 3165, *Mailing Legal Documents*.
 2. Legal mail submitted with a CDC 193 to pay for filing fees or other costs must be left unsealed so that the voucher (check) can be enclosed after the CDC 193 has been processed. Inmates who do not wish to forward this type of mail unsealed should attach a stamped, addressed envelope to the legal mail so the check can be enclosed and forwarded.
 3. Notarization: Reference CCR Section 3165(c), *Mailing Legal Documents*.
 4. Indigent inmate postage: reference CCR Section 3134, *Indigent Inmates*; CCR Section 3165(d), *Mailing Legal Documents*; and CCR Section 3000 Definition.
 5. **Only** regular first class postage shall be allowed on legal documents.
- M. Processing Incoming Confidential Legal Mail:
1. Reference CCR, Section 3143, *Processing Incoming Confidential Mail*.
 2. The inmate shall sign for all confidential legal mail at the time of delivery. This shall be accomplished by use of a permanent logbook in each Unit.
- N. Incoming Mail Containing Cash, Personal Checks, and Contraband:
1. Cash is not accepted. Reference CCR, Section 3138(e), *General Mail Procedures*.
 - a. Mailroom employees must immediately stamp the back of the envelope and indicate the amount of cash received, the date, and sign near the amount. The envelope containing the cash and two copies of a STD Form 440 (STD 440), *Transfer Receipt*, will be forwarded to the institution's Trust Office. The two copies of the STD 440 shall be folded around the envelope and held in place with a rubber band/paperclip. The information in the center of the form shall be clearly visible to the reader.
 - b. The Trust Office will send a check to the person who sent the cash, along with a form letter explaining the reason for the return.

- c. The inmate will receive a copy of the letter explaining the reasons for the return.
 - d. The Mailroom shall produce three copies of the daily-automated log of all money transactions. Two copies are forwarded to the Trust Office and one back-up/hard copy is retained by the Mailroom. The log shall include the date, inmate's name, CDC number, and dollar amount received via cash money order, or check.
 - e. The Mailroom supervisor shall review the log at least three times a week to ensure logs are promptly and accurately prepared and to determine whether extraordinary circumstances may have affected processing procedure.
2. Personal checks shall be accepted. Reference CCR, Section 3138(e), *General Mail Procedures*.
 3. Government checks will be forwarded to trust for processing.
 4. Personal checks, money orders, certified checks, or government checks received in letters will be removed and processed as follows:
 - a. The envelope shall be stamped "Money Order/Check" and will show the money order number, date, the amount, and the initials of the person processing the remittance. This marked envelope becomes the inmate's receipt.
 - b. The check or money order must have the inmate recipient's name and number written in ink as near the upper left-hand corner as possible. The institution's endorsement bank stamp will be placed on the back of the check or money order at that time. Use of the CDC 345, *Power of Attorney*, negates the necessity of the inmate's personal endorsement on each document. Mailroom staff will ensure that the check or money order includes all required information, including the inmate's name and number.
 - c. All remittances will be arranged in the same numerical order as the Trust Office files and listed on a Report of Collections. This list will show for each recipient: CDC number, name, type of payment, and amount. The report showing total collected will be prepared and distributed as follows:
 - (1) Duplicate to Mailroom receipted by Cashier.
 - (2) Original to Cashier with collections on a daily basis to ensure compliance with State Administrative Manual, DOM, and Title 15.

- d. In the event a US Government check is received for an inmate who is no longer at the institution, the following procedure will be followed:
 - (1) If the inmate is deceased or discharged, the letter containing the check will be returned to the sending agency with the necessary information shown, such as "Addressee Unknown" or "Deceased."
 - (2) If the inmate has been transferred to another institution, the check will be forwarded, first class, through the US Postal Service, including a note requesting the inmate to notify the federal agency involved of his change of address.
 - (3) If the inmate has been paroled, the letter will be forwarded to the address left by the inmate. If no forwarding address is known, the check will be forwarded to the Parole Region. If the inmate has been discharged and no address is available, the check will be returned to the sender marked with "Addressee Unknown."
4. If Mailroom staff discovers narcotics through incoming mail, said staff member would maintain sole possession of the narcotics and the item of mail as evidence. Said staff will immediately notify the Mailroom Sergeant who, in turn, will make all appropriate contacts. The evidence will be processed in accordance with all departmental and institutional procedures, and subsequently processed into an evidence locker as evidence by the discovering staff member.
5. If contraband items, such as bumper stickers, logos, etc., are received through the mail, they will be removed as contraband, pursuant to CCR, Section 3006. A CDC 1819, *Notification of Disapproval*, (see Attachment A) will be filled out and sent to the inmate with an explanation. The inmate will have 15 working days to make a decision to either have the item sent back at the inmate's expense, or have it disposed of in accordance with institutional policies and procedures.

O. Stationary and Enclosures:

1. The only incoming mail enclosures the Mailroom will process are:
 - a. Money Orders
 - b. Checks
 - c. Ten Photographs (no polaroids) not to exceed 8"x10"
 - d. 40 stamps, 40 envelopes, or 40 pre-stamped envelopes 4x9 ½ (White only).
 - e. 25 sheets of lined writing paper per envelope.

- f. Blank greeting cards.
2. The following ***shall not*** be allowed to be processed through the Mailroom:
- a. Forms of postage, which include envelopes indicating priority, express, certified, and manila envelopes.
 - b. Pens
 - c. Pencils
 - d. Polaroid Photographs
 - e. Blank or Stamped Post Cards
 - f. Musical Cards
 - g. Plastic
 - h. Laminated Items
 - i. Metal Items
 - j. Padded, and/or bubbled type envelopes will be considered contraband. The envelope and its contents will be returned to sender.
 - k. Items deemed to be in conflict with institutional policies.
 - l. Electronic Mail (e-mail) and Internet related materials that do not conform to current California Code of Regulations, Title 15, guidelines concerning inmate mail.
 - m. Contraband will be disposed of in accordance with CCR Section, 3147 (a)(5)(B) or DOM Section 52051.1.
3. The following shall be processed through the Mailroom:
- a. Legitimately obtained photographs.
 - b. Artwork (up to 8 inches x 10 inches), including envelopes with airbrush decorations ***provided they do not interfere with the metering of mail or with the legibility of the address.***
4. Inmates wishing to have stationary supplies can obtain funds to be placed on their Trust Account and purchase the following items from the CCI Canteen:
- a. First Class Postage Stamps

- b. Stamped and Plain Envelopes
 - c. Tablets (yellow legal size and white letter size)
 - d. Mailing Envelopes (white)
 - e. Pens
 - f. Greeting Cards
- P. Correspondence in Foreign Languages: Reference: CCR Title 15 Section 3146, *Mail in Languages Other Than English*.
- Q. Inmate Manuscripts Approved for Mailing: Reference: CCR Title Article 5, *Inmate Manuscripts*.
- R. Administrative Segregation Unit (ASU), Disciplinary Detention Unit (DDU), and Security Housing Unit (SHU).
- 1. Inmates assigned to Ad Seg, DDU or SHU will be treated the same as general population inmates in the sending or receiving of first class mail.
 - 2. Outgoing mail will be inspected and delivered to the Mailroom by the Unit custody staff.
 - 3. Incoming first class and legal mail will be delivered to ASU, DDU, or SHU, inmates and is subject to inspection without any special restriction.
- S. Publications:
- 1. Reference: CCR, 3138 (f) *Publications*.
 - 2. All religious books and pamphlets from recognized religious organizations are to be processed by the Mailroom for delivery to inmates. All other books received by the Mailroom are to be processed to the inmate through Receiving and Release (R&R), who will verify that a special order was submitted before issuing the books to the inmate.
 - 3. Unsolicited advertisements, brochures, fliers, and catalogs will not be processed for delivery since they are not subject to be returned to the sender unless postage is supplied.
 - 4. Nothing in this section shall be construed as limiting staff's ability to inspect non-confidential material.

T. Handicraft Order Packages to Correspondents:

1. Handicraft materials can be ordered only through the Handicraft Manager. Materials received for which no Handicraft Manager's approval is on file will be returned to the vendor at the inmate's expense.
2. The only handicraft items acceptable for mailing are those approved by the Handicraft Manager.
3. Handicraft articles normally will be sent out by United Parcel Service by the Handicraft Manager through the Support Warehouse.

U. Postage Payments:

1. Postage for regular mail shall be paid using stamped envelopes purchased through the Canteen or obtained legitimately. No CDC 193 for regular mail will be processed.
2. Confidential and legal correspondence may be processed by mailing in a stamped envelope as outlined in CCR, Section 3141.
3. If an inmate has sufficient funds, but is temporarily out of stamped envelopes, a CDC 193 may also be used for mailing confidential and legal correspondence. The use of a CDC 193 in mailing confidential or legal correspondence should not, however, become the normal pattern.
4. Mail to the Courts or Board of Control may be mailed for by using stamped envelopes or by the use of a CDC 193.

V. Indigent Inmate Postage:

1. Reference: CCR Section(s) 3000, Definitions & 3134, *Indigent Inmates*.
2. Indigent inmate envelopes should be issued in groups of 22, once a month. Modifications in this process may occur based upon availability of supplies.
3. Sign-up lists for applying for these envelopes are available in the Housing Units including Ad Seg. The sign-up lists shall be directed to the third watch supervisor, who will collect all of their housing unit's indigent list and send as a whole to the Trust Office by the 20th of the month. The Trust Office shall verify the inmate's indigent status and generate a monthly list by the first of the month. The list shall be forwarded to the mailroom for processing.

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- a. Indigent envelopes will be delivered to the respective Housing Units, via Unit mail, along with the sign up request and will be delivered to the inmates by the third watch Housing Unit Officer.
- b. It is the responsibility of the facility to ensure the indigent inmate sign up list is turned in on time. Any disputes must be resolved through the Facility Captain.
- c. Foreign mail requiring postage in excess of the minimum required for First Class domestic mail will be limited to two of the five one ounce letters.

W. Use of Postage Meter:

1. From time-to-time it is necessary to meter inmate mail, as in the case of packages or bulky mail. In these circumstances, postage will be paid for by use of a CDC 193. However, a CDC 193 will not be utilized for regular mail, except for legal or confidential mailing.
2. Institutional business mail shall be accumulated and run through the postage meter once per day by Mailroom staff.
3. The Mailroom shall maintain a monthly log indicating the postage used and forward the log to Business Services on the first of each month.

X. Certified Mail:

1. Mail will be certified at the inmate's expense provided justification is made in writing to the Mailroom Sergeant under any of the following circumstances:
 - a. There is a legal deadline from which injuring consequences might result if proof of meeting the deadline cannot be given.
 - b. The legal or business documents require delivery to a specific individual, wherein a request for certification for "delivery to addressee only" is appropriate.
2. Copies of legal logs are available only upon request and when accompanied by a pre-signed CDC 193 with a charge of 10 cents per page. If requested, indigent inmates will be provided free copies once a month.
3. Certified, express, and insured mail is signed for at the United States (US) Post Office by the Mailroom M&SS-I as authorized by the CDC 345 and CDC 104, *Property and Cash Receipt – Arrival*. Certified mail that is also confidential, as well as legal mail, will be handled by third watch personnel in accordance with CCR, Section 3144.

Y. Mail Appeal Process: Reference: CCR Title 15 Section 3137, Appeals Relating to Mail.

Z. Housing Unit Mail Handling:

1. The inspection and processing of outgoing mail from inmates is principally the function of the first watch Housing Unit Officers. All staff handling mail will wear gloves; following Universal Precautions. If mail with bodily fluids is discovered, the following precautions will be taken:
 - a. Inform supervisor of the situation and obtain a Biohazardous Waste Bag (red bag) from the Personal Protective Equipment Lockers.
 - b. Inmate will be written a CDC 115, *Rules Violation Report*.
 - c. Place contaminated mail in red bag and seal appropriately. Place red bag in a clear plastic bag and take to the Unit medical clinic for evidence storage until the CDC 115 is complete.
 - d. Following the Disciplinary Rules Violation Report Hearing, sealed bags will be taken to the Registered Nurse, who will place the bags in a Biohazardous Waste Bin.
2. Any staff member with *open skin* that has come into contact with *bodily fluids* will immediately follow the basic routine of *Post Exposure Care Plan*.
3. Units I, II, and III inmates will deposit their mail in designated mail receptacles stationed near the Housing Unit Office. The first watch staff will remove the mail for processing from the receptacles after the 0100 hours count.
4. Units IVA and IVB outgoing inmate mail will be retrieved at each cell for processing by the first watch staff officer at 2330 hours.
5. Outgoing confidential mail will be processed by each Unit in accordance with Unit procedures and pursuant to CCR, Section 3142.
6. All non-confidential mail, GA-22's (Inmate Request for Interview). CDCR 602's (Inmate Appeal) and CDCR 1824's (Reasonable Modification or Accommodation Request) *will be inspected, sorted and scanned for any key phrases that may indicate an inmate may be in danger (i.e. Danger, Urgent, Warning, Emergency, Important, Death, Green Light). Staff discovering any of these phrases will review the document thoroughly and notify a supervisor immediately. Staff must be aware of where all mail is picked up and should check it for proper addressing and cell location (i.e. cell number) in order to*

identify where the piece of mail originated as inmates frequently send anonymous notes (kites) by this process.

The purpose of mail inspection is:

- a. The control of contraband, such as money.
 - b. Discovery of potential security problems, such as escape plots, narcotic purchases, and illicit contacts.
 - c. The identification of personal problems, which might be helped by the attention of the staff.
 - d. Street Gang/Disruptive Group and Prison gang suppression, intervention and identification.
7. Prior to sealing of the mailing, a stamp indicating the mailing from a State Prison and its point of origin will be affixed to all outgoing correspondences by Unit Staff prior to being forwarded to the local U.S. Postal Service. The ink stamp shall be placed to the outside of the envelope and indicate the State Prison, Facility and Unit of origin. Additionally, the ink stamp shall be stamped to all contents of the mailing, stamping through written correspondence or mail contents in a diagonal fashion. The ink color of the stamp will be in red which will not interfere with the readability of the mailing that is written in state-issued black ink. When utilizing the stamp the following shall be completed:
- a. **First Class Mail:** The envelope of each mailing shall be stamped to the left of the recipient's address. Each page of the letter shall be stamped once in the body of the letter diagonally to avoid the letter being repackaged in a different envelope. If the letter is written on both sides of the page then the ink stamp should be placed once on each side of the page. Caution must be utilized so the stamp does not interfere with the intended address to avoid interference with processing by the Mailroom and the United States Postal Service.
 - b. **Institutional Mail:** All outgoing institutional mail shall be stamped in the same manner. The reverse of the form utilized may be stamped. If the form utilized by the Inmate is double-sided, the stamp should be placed in an area on each form so that it would not inhibit the continued regular processing of such forms. All institutional mail shall be stamped to include, but not limited to, Inmate Requests for Interview, Law Library Access Forms, Trust Account Withdrawal Forms, Package Forms, Inmate Appeal Forms, and Sick Call Forms. These forms have all been utilized by inmates to pass messages in the past. "U-Save-Em" envelopes must have the contents stamped in the same manner as First Class mailings.

- c. **Postcards:** Postcards shall be stamped in the body of the text and not on the picture contained on the postcard.
 - d. **Legal Mail:** Legal mail shall be stamped on the reverse side of the envelope only, preferably across the envelope seal. The contents of the legal mail shall not be stamped.
 - e. **Inmate Drawings:** Inmate drawings shall be stamped on the back of the drawing and discretion shall be used by unit staff in order to avoid damage to the drawing.
 - f. **Inmate Greeting Cards:** Inmate greeting cards shall be stamped within the handwritten message contained within the greeting cards. The stamp should not be placed over any portion of the card which would deface the photograph or content of the greeting card.
 - g. **Photographs:** Photographs shall be stamped on the back of the photograph as to not interfere with the actual picture. The ink on the photographs should be allowed to dry before placement back in the envelope so as to keep the ink from bleeding onto any other item within the envelope.
- 8. The inspecting staff will take possession of the contraband and take appropriate disciplinary action. The staff member will properly notify their immediate supervisor as to what contraband was discovered.
 - 9. Mail with inadequate postage, incorrect return address, or other obviously unacceptable practices will be returned to the writer. State materials used to make envelopes will be returned to writer.
 - 10. Institutional mail that is written in language other than English is to be bundled together and forwarded to a certified translator via the Unit Supervisor before the end of the shift. ***Staff certified as a translator shall read the institutional mail and look for key phrases, in Spanish, or slang that indicate an inmate may be in danger or trouble: i.e. Emergencia-Emergency, Urgente-Urgent, Muerte-Death, Importante-Important, Green Light-Targeted for Assault. Staff discovering these phrases shall immediately notify Supervisor and assess the inmate's condition. In the event a certified translator is not on duty a Supervisor shall contact SAB for emergency translation services and check the inmate's welfare.***

If translation is needed, CCI has contracted with Pacific Interpreters for interpreter services twenty four (24) hours a day, seven (7) days a week via telephone and fax. Staff are to contact the Communication Center at extension 5066 for additional help and information and to obtain a contact number and an access code.

11. Outgoing mail will be bundled with rubber bands after it is inspected. The outgoing mail bundles will consist of the following:
 - a. Out-of-Country
 - b. Stamped Mail
 - c. Metered Mail
 - d. Mail Requiring Postage Metering (free indigent envelopes)
 - e. Mail Requiring no Postage (if mailed within the United States)
 12. In order to expedite the processing of institutional mail, staff shall deposit mail in the appropriate unit mailboxes and process the institutional mail daily. The following are the locations where institutional mail should be placed for proper unit routing:
 - Unit Counselors, CC-Is and CC-IIs: Mail boxes located in Unit Records Office.
 - Administrative Segregation 1-8 Counselors, CC-Is and CC-IIs: Mail boxes located in Unit Records Office.
 - Facility Captain: Mailbox located in Unit Office.
 - All General Population Unit Sergeants and Lieutenants: Mailboxes labeled and located in Unit Office.
 - All Administrative Segregation Legal and Property Officer: Mailbox labeled and located in Administrative Segregation Unit Office.
 - Administrative Segregation Legal and Property Officer: Mailbox labeled and located in Administrative Segregation Unit Office.
 - IVA Records (CPR/CSR/Parole Desk): Mailbox located Unit Records Office.
 - Medical Request: Mailbox located in lobby.
 - Canteen: Mailbox located in lobby.
 - Hobby: Mailbox located in lobby.
 - Chaplain: Mailbox located in lobby.
 - Mail for General Population Officers: Leave on Housing Unit Office desk.
 - Mail for Ad-Seg Officers: Leave on Housing Unit Office desk.
 - Other Unit Mailboxes in SAB, Appeals Coordinator, Trust Office, Accounting, Personnel Assignments, Transportation, Operation Captain, ISU, Unit I, Unit II, Unit III, Unit IVA, Unit IVB and Mailroom.
- AA. Third Watch:
1. Incoming mail is picked up at the beginning of the watch for distribution during the watch. Unit I will pick up mail at the Movement Office, Unit II in the foyer

by Central Control, Unit III at the Pedestrian Entrance Building, and Units IVA and IVB in the foyer.

2. Confidential, certified, and express mail will be sent to the appropriate staff at each Unit for handling. The Officer will maintain a logbook specifically for such mail, which will reflect the date the inmate, received the mail and the inmate's signature as proof of receipt.
3. Privacy of inmate mail will be protected. All mail will remain under custodial control until delivered. When mail processing is interrupted, the mail shall be secured to prevent access by other inmates.
4. When cash, checks, or money orders in letters have eluded Mailroom inspection, they shall be kept under the control of custody. The envelope and cash, check, or money order will be returned to the Mailroom for processing. The envelope will be taped or stapled to prevent loss of contents and placed in the legal mailbox by the end of the shift. Enclosures will be given to the inmate.
5. The third watch custody staff will deliver or route to the appropriate destinations all incoming mail and will not leave undelivered mail in the Units for the first and second watch custody staff to handle.
6. When a Unit Officer receives mail for an inmate who has been transferred to another Housing Unit, the receiving officer will mark a line through the incorrect address and will write the correct Housing Unit, section, and bed number on the outside of the envelope. The mail will be rerouted, *not returned to the Mailroom*.
7. Unit staff is required to make an effort to establish each inmate's present location when rerouting mail (including institutional mail) by the use of the DDPS. After the location is found, unit staff must properly mark the correspondence with the correct address.
 - a. Rerouted mail for inmates still assigned to the same Unit will be forwarded to its new location.
 - b. Mail being routed to other units at CCI will be separated and bundled by unit and placed in Reroute Mail Bag.
 - c. Mail being rerouted to other institutions and parole regions will be separated and bundled according to institution by the rerouting officer and placed in Reroute Mail Bag. Rerouted Mail Bag will be taken by the Reroute Officer to their unit's lobby so that the M&SS1 Driver can pick them up on First Watch and deliver them to the Mailroom.
 - d. Mail not handled properly will be returned to the Unit.

BB. Institutional Mail:

1. When addressing mail within the Unit or to another Unit, staff is required to ensure the address is correct and complete.

EXAMPLES:

INCORRECT:

John Doe, Yard Sergeant

CORRECT:

John Doe, Unit IVA Yard Sergeant

INCORRECT:

Mary Doe

CORRECT:

Mary Doe, Unit II Education Dept.

INCORRECT:

*John Doe, H-12345
23L*

CORRECT:

*John Doe, H-12345
IVB-4-23L*

Address institutional mail from staff to inmates correctly is of paramount importance. **Staff is directed not to reuse envelopes that have previously been stamped "confidential" when forwarding institutional mail to inmates, unless the confidential stamp can be redacted.**

2. The following are examples of how to correctly address inmate mail for each Unit (level, housing unit, section, bed number):

Unit I I-RD-17U

Unit II II-3-23L

Unit III III-452U

Unit IVA IVA-5C-17L

Unit IVB IVB-6B-23U

*If housed in a gym, please use G as the Housing designation (II-G-24U).

3. Stacks or bundles of mail shall be broken down into Units and rubber banded together by staff before being sent to the Mailroom. The outgoing US Mail will be bundled by size.
4. Outgoing US Mail:
 - a. Routine business mail will identify the sender, title, and complete CCI address; to include Unit and Department and correct Post Office Box number (1031) in the upper left corner of the envelope to facilitate identification should the mail be returned to sender. This is also necessary to provide the receiving party with a complete and correct address for future correspondence.

EXAMPLES:

California Correctional Institution
Unit IVB Records
P.O. Box 1031
Tehachapi, CA 93581

California Correctional Institution
Unit IVA Prison Industry Auth.
P.O. Box 1031
Tehachapi, CA 93581

California Correctional Institution
Unit IVB Infirmary
P.O. Box 1031
Tehachapi, CA 93581

California Correctional Institution
Unit II Medical Department
P.O. Box 1031
Tehachapi, CA 93581

5. Outgoing US Mail without the correct return address as described above will be returned to the Department from which it came so that the correct return address can be applied.
6. Incoming institutional mail shall be sorted by Unit and Department by Mailroom staff. The Mailroom M&SSI will deliver this mail to its designated location.
7. The address of employee's personal mail, except for persons living on the institution grounds, must be changed to employee's place of residence. Personal mail received in the Mailroom will be forwarded to Personnel and the employee's personal address will be attached using a label. It will be forwarded to the Mailroom so it can be delivered to the United States Post Office.

CC. Daily Mail Processing:

1. Mailroom staff shall use automatic letter openers.
2. Mailroom staff shall seal envelopes with a single piece of tape prior to delivery to the facility.
3. Employees shall first sort properly addressed mail from mail with problems (misaddressed mail), then search and process the "good mail". The mail with problems shall be processed last.
4. Handling of mail containing contraband should not delay other mail processing.
5. Mail with contraband shall be set aside and dealt with daily, at the end of each applicable employees shift. The daily amount of mail with contraband will determine the time that each employee will require at the end of their shift to process it.

6. Incoming and outgoing mail will be processed in accordance with the following schedule: Monday through Friday and will be closed on designated State and Federal holidays.
7. Incoming first class mail will be distributed to inmates within 36 working hours of receipt by Mailroom staff. Outgoing inmate mail will be delivered to the US Post Office daily, excluding weekends and holidays.
8. Mailroom supervisors shall, at least weekly review the type of mail being discarded to prevent mail from being inappropriately thrown away.
9. Fourth Class mail shall be discarded instead of returning it to the post office.

DD. Handling of Packages:

1. Presorted packages will be picked up at the Tehachapi Post Office and delivered directly to the respective R&Rs on a daily basis.
2. R&R staff will log each package on a CCI 4528, *Daily Package List*.
3. Packages that are damaged at the US Post Office will be returned to the sender. The M&SS-I will inspect all packages prior to accepting delivery. Any packages found to be damaged will not be accepted.

EE. Package Limitations:

1. Inmates will be allowed to receive packages in accordance with DOM, Chapter 5, Article 43, *Inmate Property*.
2. Outgoing Packages:
 - a. A current US Postal Service Rates Schedule will be maintained in the Mailroom. All outgoing inmate packages will be accompanied by a CDC 193 indicating the amount of insurance the inmate wants to place on the contents. All packages will be insured for the minimum amount (\$50), unless the inmate indicates otherwise. The Mailroom, facilities R&R, or Property Officer will weigh the package, assess the postage and insurance, and enter the amount on a CDC 193, plus \$1.30 for administrative costs. Once the inmate signs the trust withdrawal with the amount of shipping costs, the property officer will call the trust office and place a hold on that amount from the inmates account. Pending shipping, the mailroom driver picks up packages twice a week from each facility.
 - b. Outgoing packages are mailed daily. The log of outgoing packages is kept on Post Office Form 3877.

VII. RESOURCES SUPPLEMENTS:

Attachment A – *CCI Daily Incoming Mail Package List*


F. GONZALEZ
Warden (A)

DATE: 5-5-09

/ds/mg