


Central California Women's Facility Supplement

 <p>California Department of Corrections and Rehabilitation</p> <p>DEPARTMENT OPERATIONS MANUAL</p>	Chapter: 5 ADULT CUSTODY AND SECURITY OPERATIONS
	Article: 41 INMATE MAIL
	Section: 54010

54010.3 Compliance

The Mailroom Supervisor shall monitor the amount of mail trays processed daily in the Mailroom.

54010.5 Paper, Envelopes, and Stamps for Indigent Inmates

Each month the Mailroom will process number 10 legal size envelopes to be delivered to the Warehouse. The Warehouse will deliver per the identified list of indigent inmates enough envelopes and paper per facility to be delivered to the program offices for distribution. Indigent inmates need to refer to the California Code of Regulations (CCR), Article 4, Title 15, Section 3138(h).

The Mailroom will not forward indigent supplies for inmates that have transferred or paroled from Central California Women's Facility (CCWF).

54010.6 Recipient's Address

All incoming and outgoing mail shall be properly addressed with the name and complete California Department of Corrections and Rehabilitation (CDCR) number, Housing, i.e.:

Jane A. Doe, W-00000
Housing Unit _____, Cell Number _____, Bed _____
P. O. Box 1508
Chowchilla, CA 93610-1508

Improperly addressed outgoing mail will be returned to the inmate.

54010.8 Inspection and Reading of Incoming and Outgoing Mail

Incoming Mail

Incoming mail needs to have the postage in the upper right hand corner **ONLY** and be metered out by the United States (U.S.) Post Office. If the stamps are not metered out by the U.S. Post Office, the stamps will be marked out with a black marker by Mailroom staff.

54010.8 Inspection and Reading of Incoming and Outgoing Mail - Continuation

No Cash-On-Delivery (COD) mail will be accepted for inmates.

When the mail arrives from the U.S. Post Office, Mailroom staff will utilize the Rapiscan 500 to X-ray all mail received prior to any other processing. The Rapiscan 500 is a multi-energy X-ray conveyor system that distinguishes between organic and inorganic material. Only trained staff, knowledgeable in the operations and safeguards of the Rapiscan 500 will operate this equipment. One employee will operate the controls and monitor the items on the video screen while another loads the totes of mail onto the conveyor and a third unloads the scanned totes. Discovered contraband will be processed according to established CCWF policies and procedures. Upon completion of X-raying the mail, staff will adhere to the following procedures:

- Incoming mail identifying the addressee, but not containing housing information on the envelope, will be set aside for future processing to facilitate the processing of correctly addressed mail. Mailroom staff will obtain housing information by utilizing the Strategic Offender Management System (SOMS) to process the incorrectly addressed mail as workload permits.
- Remove all inmate legal and/or confidential mail for processing. If legal mail is addressed with a name, but does not include a CDCR number or if the CDCR number does not match the inmate, it will be returned to sender. Legal mail that cannot be identified (no attorney identification or agency identification) will be opened by mailroom staff and processed as regular mail.
- Remove all certified and express mail for processing.
- Remove post cards and pitch in the appropriate unit mail container.
- Remove all vendor direct magazines and newspapers. The items will be searched and pitched into appropriate unit mail container.
- Remove all staff mail and place in the appropriate slot.
- Prepare all non-confidential inmate mail to be searched.
- Mail with postage due will be returned to sender.

Processing Incoming Certified and Express Mail

- Mailroom staff will sign for receipt of certified and express mail at the U.S. Post Office.
- Certified mail for inmates no longer at CCWF will be Returned to Sender.
- Inmate's name, CDCR number and housing is verified for accuracy.
- Non-confidential mail will be processed as regular mail.
- All will be logged in the Mailroom Log Book (i.e., name and address of sender, accepting staff's name, and inmate's name and the CDCR number. If addressed to staff, name and work area).
- Inmate legal mail will then be placed in the appropriate facility's legal log book and delivered per legal mail procedures. If no legal mail is received that day, it will be noted in the log book and a notice placed in the proper unit container.
- The Mailroom will not accept express mail delivered by courier for inmates who are no longer at CCWF. Legal mail will be accepted and forwarded as per CCR, Article 4, Title 15, Section 3133(f).

Outgoing Mail

- Outgoing mail will be processed by First Watch housing unit C/O(s) or First Watch Skilled Nursing Facility (SNF) C/O(s) in the following manner:

54010.8 Inspection and Reading of Incoming and Outgoing Mail – Continuation

- Outgoing mail will be searched and inspected for contraband (including but not limited to pencils, pens, erasers, highlighters, white out, post it notes pads, mechanical pencils, food, or jewelry, etc.) and proper return address per Department Operations Manual (DOM), Section 54010.6.
- If any stamps are adhered to an envelope with any unknown substance (toothpaste, gum, etc.) or taped, they must be marked out using black marker and returned to the inmate for proper postage.
- If any stamp has been metered by the U.S. Post Office the mail will be returned to the inmate for proper postage.
- Outgoing mail needs to have the postage in the upper right hand corner only or it will be returned to the inmate for proper placement.
- Proper inmate return address will be verified.
- Envelopes will be sealed. Legal mail will be initialed on the flap by the C/O.
- The face of each envelope is to be hand stamped with the stamp identifying it as mail coming from a State prison, and shall be affixed in the lower left hand corner of the envelope.
- Envelopes will be bound using rubber bands according to envelope size.
- Envelopes will be bound with stamps facing the same direction in the same corner.
- Metered envelopes for indigent inmates will be bound separately.
- Legal mail will be clearly marked on the face of the envelope “Confidential” or “Legal” and bound separately.
- Inter-institutional mail will be bound separately.
- Mail should be bound per Mailroom specifications stated above and shall be placed in the unit security mail crate by 0430 hours.
- The First Watch Facility “A/B” Inside Patrol (IP) C/O and C/D IP will collect the designated mail containers from the individual buildings. The containers will be taken to the work change prior to the end of the shift. The First Watch SNF C/O will deliver to the Medical Records Office for placement in the Mailroom outgoing mail container.

The Materials and Stores Supervisor I (M&SSI) staff will begin picking up outgoing inmate mail at the work changes at 0830 hours.

Once mail arrives in the Mailroom, staff will begin the following:

- Identify inmate legal or confidential mail to be logged prior to mailing.
- Separate postage mail and place in mail trays per postal specifications.
- Separate inmate indigent envelopes and staff mail to be metered.
- Identify inmate and staff requests for certified and express mail to be processed and logged.
- Separate inter-institutional staff and inmate mail to be sorted.
- Separate reroute mail for inmates no longer at CCWF. Mail will be forwarded pursuant to CCR, Article 4, Title 15, Section 3133(f).

Processing Outgoing Certified and Express Mail

- Inmates:
 - Will fill out a Trust Account Withdrawal form (CDC 193), leaving the amount to be charged, blank and address it to “Postage Certified.” The Sergeant (Sgt.) or above, will fingerprint the inmate and initial the CDC 193.

54010.8 Inspection and Reading of Incoming and Outgoing Mail – Continuation

- CDC 193s will be affixed to the item(s) being mailed and clearly visible to staff.
- The Mailroom staff will check with the Accounting Department to verify sufficient funding in the inmate’s Trust Account, complete the CDC 193 by entering the appropriate amount charged, and then forward the original CDC 193 to the Accounting Office.
- Staff-Certified Mail Request:
 - Staff requesting certified mail will complete U. S. Postal Service™ Certified Mail™ form 3800 and PS form 3811, leaving the postage fee area blank. Mailroom staff will weigh the mail/package and place the total cost in the appropriate areas.
 - All outgoing certified and express mail is to be copied so that the complete name and address of where the mail is going and who the mail is from is showing. These copies are to be kept in a binder by month and day.

Timeframes

Incoming inmate mail is defined as incoming from the date it is picked up from the U. S. Post Office in Chowchilla, California. This incoming mail will normally be processed according to CCR, Article 4, Title 15, Section 3133(a)(1).

- First Class – processed daily, excluding weekends and holidays.
- Legal/Confidential - processed daily, excluding weekends and holidays, to inmates within three business days.
- Certified – processed daily, excluding weekends and holidays.
- Outgoing mail – processed daily, excluding weekends and holidays.

Second Watch facility Search and Escort (S&E) C/Os will pick up housing unit mail at their appropriate work change and deliver it to the prospective housing unit. Third Watch housing C/Os will ensure that the mail is delivered to the proper addressee by means of the inmates’ CDCR card. The Third Watch SNF C/O will pick up the mail from the Triage Treatment Area (TTA) C/O (the staff receiving the inmate mail from the M&SSI for inmates housed in the Treatment Center). The SNF C/O will deliver the mail for inmates housed in the SNF. The SNF C/O will ensure that mail is delivered to the SNF inmates by means of the inmates’ CDCR cards.

Mail for inmates no longer housed at CCWF will be forwarded to the mailroom to forward pursuant to CCR, Article 4, Title 15, Section 3133(f).

Processing Staff Incoming and Outgoing Mail

Incoming and outgoing mail addressed to and from any staff member shall not be opened. Mailroom staff shall immediately process and forward staff mail to its designated area. Staff mail is considered confidential in nature and shall not be impeded or tampered with in any way.

54010.8 Inspection and Reading of Incoming and Outgoing Mail – Continuation

Authorized Items Via Mail

In an effort to facilitate inmate written communication with those of positive influence, the following items are approved for receipt by inmates via regular mail:

- Calendar 12” x 24” maximum dimensions, no metal. Limit one for General Population (GP) Privilege Groups A, B, and C.

Request for Correspondence Approval , Form (CDCR 1074)

A database for Request for Correspondence Approval, Form (CDCR 1074), will be maintained by the Mailroom per CCR, Title 15, Article 4, Section 3139(c)(9). It is the Correctional Counselors responsibility to forward one completed copy to records for scanning into the Electronic Central File (ECF) and one copy to the Mailroom to input into the database. The incoming mail will be searched for any “jail mail” per CCR, Title 15, Article 4, Section 3139(1). The jail mail will be checked against the mailroom database. If no CDCR 1074 is on file, the mail will be returned to sender with notification on outside of letter stating, “Return to Sender, correspondence not authorized, a CDCR 1074 must be forwarded by staff member to mailroom. No CDCR 1074 on File.”

Incoming mail needs to have the postage in the upper right hand corner ONLY and be metered out by the Post Office. If the stamps are not metered out by the Post Office, the stamps will be marked out with a marker by Mailroom staff.

Processing Incoming Micro Secure Digital (SD) Cards for the U-TAB7 Tablet Device

For inmates who already own tablets, digital content can be ordered at any time and will arrive on an encrypted micro SD card that can only be read by the tablet registered to the inmate that placed the order. The micro SD cards will come in a protective plastic case in a small bag inside an envelope. Each card will be accompanied by a pre-addressed envelope to return the micro SD card to Union Supply Media.

- Micro SD cards will be sent via U.S. Postal Service from Union Supply.
- Mailroom staff will separate any mail received from Union Supply containing the micro SD cards and place in a separate mail bin.
- The envelopes will be logged in the micro SD card logbook by Mailroom Staff and will include the following information: Date received by the institution, inmate’s name, California Department of Corrections and Rehabilitation (CDCR) Number, an area for Receiving and Release (R&R) staff to sign accepting the transfer of the micro SD card from the Mailroom to R&R, and an area for Mailroom Staff to notate when the micro SD card was returned via mail to the vendor.
- The envelopes and logbook will be delivered to R&R no later than 24 hours after receipt by the institution. The micro SD cards will be delivered to R&R by institutional mail delivery personnel.
- R&R staff will sign the logbook confirming receipt of the micro SD cards.
- R&R staff will ducat the inmate to complete the digital download of the information contained on their respective micro SD card. The inmate will report to R&R with her U-TAB7 tablet on the date and time indicated on the ducat.
- As the download is being completed, the R&R staff will document the inmate’s name, CDCR Number, and housing on the pre-addressed, postage-paid envelope and prepare the envelope to be returned to the vendor.

54010.8 Inspection and Reading of Incoming and Outgoing Mail – Continuation

- At the completion of the download, R&R staff shall confirm that the download was successful. R&R staff will then return the micro SD card to its protective case and place the case into the pre-addressed, postage-paid envelope and retain the envelope in the R&R Property Room.
- At no time will any inmate be authorized to possess a micro SD card.
- SD cards that are being mailed out will be retained in the R&R Property Room and will be picked up daily by mail delivery personnel during their daily micro SD card delivery schedule. Mail delivery personnel will deliver any micro SD cards being mailed out of the institution to Mailroom Staff.
- Mailroom staff will document the date the micro SD card was mailed out of the institution in the micro SD card log book.

Micro SD cards are not considered property items and do not have to be entered into the property file before distribution.

54010.8.1 Items Enclosed in Incoming First-Class Mail

- Stationery – For written correspondence, may be decorated and have matching envelopes. Must be predominantly white, 8.5” x 11” maximum. Limit one factory sealed package.
- Up to 40 envelopes; white, standard, legal sized or the above mentioned decorated/matching envelopes.
- Card Stock/Drawing Paper – White only. 12” x 12” maximum size. Limit 10 sheets.
- Photos/Portraits – 8” x 10” maximum size. (No Polaroids) limit 10.
- 20 - 24 pound (lb.) white typing paper up to factory sealed 100 sheets package.
- Approved items may be mailed via regular mail in an unpadded envelope not to exceed 11 and five-eighths x 15 and one-eighth (11 5/8” x 15 1/8”) in size
- Legal Pads/Tablets and Notebooks - No spiral bound. 9” x 14” max. Limit four. Yellow and white lined paper only.
- 40 postage stamps
- 10 plain greeting cards - Maximum size 6” x 9”. (no ribbons, no raised decorations, no glued or taped items, no attached items) with predominantly white envelopes
- 20 postcards
- Inmates may receive photographs by mail without attached backings.
- Polaroid photographs taken inside CDCR facilities through authorized programs shall be permitted from one inmate to another through authorized correspondence.

Unauthorized Items Via Mail

- Pencils and pens
- Laminated items
- Adhesive stickers/address labels (any type)/post it notes
- Unauthorized photographs depicting the following:
 - Gangs, gang signs and affiliations
 - Weapons
 - Drugs
 - Fighting techniques
 - Unlawful activities

54010.9 Inspection of Incoming and Outgoing Packages - Continuation

All quarterly packages, special purchases and parole boxes will be delivered to R&R via the warehouse.

All non-medical packages addressed to an inmate shall be opened in the presence of the inmate in R&R. Inspection of the contents of the packages is to verify and record the receipt of authorized personal property and to prevent the introduction of material, substances or property which the inmate is not authorized to possess within the facility.

Medical appliances, eyeglasses, etc., should be labeled appropriately so staff can easily identify proper procedures. These boxes will be opened in R&R, searched for contraband and sent to medical to distribute to the inmate.

Inspection of Outgoing Packages

All outgoing packages will undergo inspection by appropriate staff before the package is sealed. R&R staff will pack, seal, label and log inmate package(s) prior to delivering inmate packages to the Mailroom. Packages will be mailed by United Parcel Service (UPS) unless otherwise specified by the inmate or staff.

54010.12 Confidential Correspondence

Inmates may correspond confidentially with the persons or staff members as listed in CCR, Title 15, Section 3141(c). Confidential correspondence is defined as correspondence that shall not be read by any employee except as prescribed in CCR, Title 15, Section 3142.

54010.12.2 Processing Outgoing Confidential Mail

Each housing unit C/O is responsible for processing inmate legal mail. The inmate wishing to post confidential mail shall do so by presenting the mail unsealed to the housing unit C/O. In the presence of the inmate, the C/O shall remove the contents of the envelope upside down to prevent inadvertent reading of the materials, seal, sign, date the back of the envelope and deposit it in the appropriate depository.

If prohibited material is found in the confidential mail, the contents (including the letter) may be confiscated or the letter returned to the inmate. If the material indicates intent to violate the law, the matter may be referred to the appropriate criminal authorities for possible prosecution, via the Investigative Services Unit (ISU). Administrative disciplinary action may also be taken.

Inmates shall provide sufficient postage or attach a fully completed CDCR 193 to the outside of the document.

If the correspondence is not addressed to one of the entities listed in CCR, Title 15, Section 3141, Confidential Correspondence, it shall be processed as non-confidential. If the correspondence is appropriately addressed to a person or office of a person listed in CCR, Title 15, Section 3141, (Sample Number 1) but appears to have a fraudulent address (Sample Number 2) or fraudulent legal service organization (Sample Number 3), it shall be processed as non-confidential mail.

54010.8.1 Items Enclosed in Incoming First-Class Mail - Continuation

- Photos showing child manipulation (such as obscene hand gestures)
- Items of clothing and food
- ID cards, credit cards, bank cards, phone cards, gift cards, etc.
- Tattoo patterns and gang logos
- Hard plastic (Compact Disc's [CDs] or Digital Video Disc's [DVDs]), metal or wood items
- Glued on items, glitter or confetti
- Padded envelopes
- Jewelry
- Items that cannot be searched without damaging them
- Musical greeting cards
- Any correspondence deemed circumvention of mail procedures. Correspondents may not assist in circumventing the departmental institutions regulations. Letters that are forwarded from one inmate to another by a correspondent will be returned to the sender
- Mail containing unknown substances (i.e., powder, liquid or dry substances)
- Any potentially hazardous substance
- Blank Lottery forms/tickets
- Origami paper
- Construction paper
- Solid colored envelopes
- Homemade glittered items
- Cloth, material, handkerchiefs
- Used postage stamps
- Hardbound composition books
- Colored copies of credit cards or any card with photo identification
- Solid colored paper (typing, construction, scrap book or lined).

54010.9 Inspection of Incoming and Outgoing Packages

Processing Incoming Packages and Special Purchases

COD packages shall not be accepted for an inmate.

Parole boxes will be marked on the outside in large letters, Parole/Parole box and must have the blue Parole Box Mailing Label. Maximum size 8 ½" height, 10" width, x 12" length.

The inmate's privilege group determines the number of allowable packages for an inmate per year.

Special purchases must meet the following requirements:

- Be sent directly from vendor only with complete correct name and CDCR number.
- Arrive with a preprinted commercial type return address label or stamp from vendor.
- Be sealed and unopened.

54010.12.2 Processing Outgoing Confidential Mail - Continuation

The words “Confidential” or “Legal” must appear on the face of the envelope. Mail received in the Mailroom without this notice of confidentiality shall be processed as regular mail, or returned to the sending inmate if the mail cannot be processed as regular mail. The inmate’s proper return address must be affixed to all outgoing legal or confidential mail, even on attorney supplied return envelopes.

APPROVED SAMPLE	DISAPPROVED SAMPLES	
1. Prison Law Office 123 ABC Street Sacramento, CA 95333	2. Mr. John Doe Chief of Inmate Appeals 185 Sutter Street Compton, CA 95897	3. United Services for Prisoners 1245 Vista Road Hayward, CA 95943

The Mailroom staff shall ensure the following as it pertains to outgoing legal mail:

- Verify inmate’s name and CDCR number.
- Logging will consist of placing the information in the Legal Program in one Personal Computer (PC).
- Logging will consist of lower case letters only.
- Log name, title of addressee, and address.
- The mail will be placed in the outgoing mail tray and delivered to the U.S. Post Office.

All returned legal or confidential mail shall be returned with a notice stating the reason for its return. Prior to returning, Mailroom staff will ensure that all efforts to identify the inmate's location are exhausted. If the inmate cannot be located, the CCWF Litigation Coordinator shall contact the court to verify that all information is correct and valid. Telephone numbers for the district courts and appropriate contact personnel are maintained by the Litigation Coordinator.

If the inmate cannot be identified, all documents will be returned to the court. Mailroom personnel will document their efforts by writing or stamping on the envelope the reason for the return as follows:

- Discharged from custody
- Parolee at large-location unknown
- Inmate is deceased
- Name and number do not match
- Cannot locate anyone with this name

54010.12.3 Processing Incoming Confidential Mail

In order for any incoming correspondence to be processed as confidential mail, the correspondence shall include all of the following on the face of the envelope:

54010.12.3 Processing Incoming Confidential Mail - Continuation

- The specific name of the person sending the mail except for entities identified in CCR, Title 15, Section 3141(c)(5&7), which can have a title of a person in lieu of a specific name. (Sample Number 4) or is not one of the entities identified in CCR, Article 4, Title 15, Section 3141 (c)(1-8), shall be processed as non-confidential mail (Sample Number 5)
- The return address of the person sending the mail.
- The office of the person(s) sending the mail (Samples Number 1, Number 2 and Number 3).

Correspondence containing the required data, but appearing to have a fraudulent return address, (Samples Number 6 and Number 7) or is not a recognized legal organization, shall be processed as non-confidential mail (Sample Number 8).

APPROVED SAMPLES		
1. Mr. John Doe Prison Law Office 123 ABC Street Sacramento, CA 95333	2. Mr. John Doe Doe & Associates/Attorney at Law 123 ABC Street Sacramento, CA 95333	3. Chief of Inmate Appeals CDCR 1515 "S" Street Sacramento, CA 95333

DISAPPROVED SAMPLES		
4. Prisoner Law Office 123 ABC Street Sacramento, CA 95333	5. Mr. John Doe 123 ABC Street Sacramento, CA 95333	6. Chief of Inmate Appeals CDCR 500 Ash Ave Dixon, CA 95492
7. Mr. John Doe Prison Law Office 910 Gilmore Ave Yolo, CA 95464	8. Mr. John Doe Prison Advisory Office 190 Cannon Drive Ontario, CA 98765	

Mailroom staff shall ensure the following as it pertains to legal mail:

- Verify the inmate’s name, CDCR number and housing to ensure accurate delivery.
- Date received, title of sender, and address is logged in the legal program in upper case.
- Each piece of mail is printed on the Mailroom’s facility receipt and is delivered to the workchange C/O. The legal mail will remain in the work change until it can be transported to the facility program office by the facility Second Watch S&E C/O. Facility Sgts. are responsible to ensure distribution of the legal mail. Each facility will continue to maintain one receipt binder for recording the distribution of this mail to the inmate.
- Legal mail for inmates no longer at CCWF will be forwarded as pursuant CCR, Title 15, Section 3133(g). The mail will be copied with the copies retained in the Return to Sender and Forward container and archived for the required length of time.

54010.12.3 Processing Incoming Confidential Mail - Continuation

The Mailroom staff will:

- Log incoming legal mail in the Legal Program in a PC in the Mailroom.
 - Logging will consist of UPPER case letters only.
 - Log name, title of addressee, and address.

When determining whether a legal service organization is legitimate or not, staff should consult with the Legal Affairs Division at (916) 445-0495.

The Mailroom will maintain a legal mail receipt for each facility's incoming legal mail. The legal receipt, along with the legal mail, will be delivered to the Facility Sgt./designee. Each Facility Sgt./designee, shall ensure that the inmate receives the legal mail. The inmate must sign the receipt prior to taking possession of the legal mail. The signed legal receipt shall be copied and filed in a binder in the Facility Sgt.'s Office.

The original receipt shall be returned to the Mailroom. The legal mail processor will ensure the inmate's CDCR number, name, and housing are current and accurate. If the inmate is on leave, transferred, Out-to-Court, Out-to-Medical, etc., the legal mail will be returned to the sender within 48 hours.

The Third Watch Facility Sgts./designee, shall open the letter in the presence of the addressed inmate at a convenient time and place. None of the enclosed material will be read by the staff member. The pages may be removed and shaken to ensure the absence of prohibited material. Items which may be sent from an attorney to an inmate as confidential include all written material within the letter or package. Legal documents and attorney letters are confidential and may not be read by staff delivering mail.

If an inmate refuses to take possession of legal mail, it shall be logged as "Returned to Sender" stating on the envelope that the inmate has refused to take possession. The C/O shall author an Informational Chrono (CDC 128B) indicating the inmate's refusal and return address of the mail in question.

The C/O will route the chrono through the normal distribution. A copy of the chrono will be affixed to the legal mail and return to the sender, showing "Refused by Addressee, Return to Sender" stamped on the envelope.

54010.14 Correspondence that is Offensive/Threatening/Contains Security Concerns

Magazines, books, newspapers, periodicals or publications containing material that creates a clear and present danger to people in or outside the facilities of the department, shall not knowingly be allowed. This includes any document which describes the making of the following:

- Weapons
- Explosives
- Poison
- Destructive devices
- How to perform physical holds and restraints

54010.14 Correspondence that is Offensive/Threatening/Contains Security Concerns - Continuation

Any questionable material having an impact on the above areas will immediately be hand-carried by the Mailroom staff to the Custody Captain, CO&P, for immediate review. The authority to disallow such correspondence will not be delegated below the staff level of Correctional Captain.

The Custody Captain, CO&P, will send the material to ISU whenever any publication contains articles that have been deemed a threat to the safety and security of the institution.

Potential Exposure to a Hazardous Substance

Determine if a credible threat exists. Credible threats can include, but are not limited to the following:

- Does the envelope or package contain some form of an articulated threat (i.e., written threat, photos, etc.)?
- Was an articulated threat conveyed to that location, business or person by mail, Electronic Mail, telephone message, etc.?
- Is there a presence of a material such as powder or liquid which cannot be easily explained as usual or common for that item, area or location, detected in the envelope or package?
- Is the recipient, addressee or the site at which the item was received a likely target?
- Is the substance a brown or sandy-brown substance rather than a stark white?
- Utilize the following guidelines if any of the above conditions exist:
 - Do not allow anyone to handle the substance any further.
 - Do not attempt to clean up the area.
 - Turn off all fans and central heating and cooling system.
 - Cover, protect and isolate the substance (i.e., cover it with anything; paper, clothing, trash can, etc.)
 - Notify supervisor and co-workers and initiate evacuation procedures.
 - Notify the CCWF Fire Department at extension 222 or 7700.
 - Notify the Watch Commander at extension 5551.
 - Evacuate the Mailroom and close all doors or section-off the area to prevent others from entering and getting contaminated. Take personal property only.
 - Upon evacuation, all Mailroom staff must remain together to await further instruction from the Fire Department.
 - Make a list of all staff involved.
 - Wash hands with warm water and soap for one minute. This is recommended for situations where there is an unknown material and no articulated threat.
 - A routine body shower with warm water and soap is recommended. Place clothing in double plastic bags. Utilize protective jumpsuit until suitable clothing can be provided.

54010.15 Obscene Material

Correspondence containing publications of either a sexually explicit nature or which poses a threat to the safety and security of the institution will either be returned to the sender or destroyed.

The Mailroom will review and exclude any material which contains inflammatory, racist and other objectionable material. Should any questions arise regarding this material the Mailroom staff will present the material to the Custody Captain, CO&P, to be reviewed on a case-by-case basis.

54010.16 Notification to Inmates of Disapproval-Mail/Packages/Publication and Disposition of Undelivered Mail

A Monthly Disapproved Publication Tracking Chart and memorandum will be sent to the Custody Captain, CO&P, and routed up the Chain of Command to the Warden's Office.

The process of Disapproved Publications Tracking Chart is outlined in CCR, Article 4, Title 15 Section 3134.1.

Incoming mail disallowed by Mailroom staff or administrative staff under the provisions of this section or disallowed pursuant to an appeal shall be disposed of in the following manner:

- Return to sender at the inmate's expense
- With the inmate's written consent, destroy or donate to a charitable organization outside the facility.

When unacceptable mail, packages, or magazines are received, the contents will be returned in its entirety and with "Unauthorized Mail, Return-to-Sender" stamped on the envelope. The inmate will be notified via a Notification of Disapproval (CDCR 1819). The inmate will be allowed three choices:

- Return all contents at inmates expense
- Destroy the contents
- Hold the mail pending appeal/inquiry for appeal process only. If no appeal is filed within 30 days after the Custody Captain, CO&P, signs the CDCR 1819, the contents will be destroyed or donated to a charitable organization outside of the facility.

Currently, the CDCR Form 1819, Notification of Disapproval - Mail/Packages/Publications, which is utilized anytime a publication is denied to an inmate, grants the inmate 15 days to respond to the notice with a decision for the disposition of the documented publication. If the inmate responds to the CDCR Form 1819 prior to a response from Division of Adult Institutions (DAI), the institution shall process the publication according to the inmates listed disposition. If the inmate does not respond prior to a response from DAI, the institution shall, at a minimum, retain the publication until the response from DAI is received.

The Mailroom Supervisor will periodically review the mail that is to be discarded. He/she will ensure that the mail is not inappropriately destroyed. Institutions need to keep copies of all submissions to the Standardized Procedures Unit (SPU), DAI, including the letter to the publisher, letter to SPU, DAI CDCR Form 1819, and example pages from the publication. Copies shall be retained for seven years.

Return to Sender Mail for Deceased Inmates

Incoming mail addressed to a deceased inmate will be returned to the Mailroom in an enclosed envelope, with a note indicating the inmate is deceased. Staff will not write "deceased" on the envelope.

Once deceased inmate mail is re-routed to the Mailroom, Mailroom staff will place the mail in a new envelope (using the CCWF Return Address). The Mailroom Supervisor will prepare a carefully worded (sensitive) letter to the sender, advising him/her of the inmate's death, with an expression of condolence. The letter, along with the deceased inmate's mail, will be returned to sender.

54010.17 Non-English Language Mail

Correspondence in language other than English to or from an inmate is subject to regulations governing all other non-confidential and confidential mail, except when there is reasonable cause to believe the mail presents a threat to the security of the facility or the safety of persons. Mailing or delivery may be delayed to allow for staff translation of the correspondence.

54010.18 Funds Enclosed In Correspondence

CCWF has established a post office box for the purpose of receiving funds ONLY for posting to inmate trust accounts. These mailings shall be addressed as follows:

Inmate Name, (CDCR number)
Current Housing
P. O. Box 1504
Chowchilla, CA 93610-1504

All funds will be inspected and searched by assigned Mailroom staff. Staff will remove the money order, cashier's check, or check, following current guidelines, and route the funds to the Accounting Office. Staff will ensure the money order or check contains the inmate's name and CDCR number, and that the inmate is at CCWF. Money orders, cashier's checks, or checks without inmate name and CDCR number will be returned to sender. Money orders, cashier's checks or checks with names but without a CDCR number will be processed using the CDCR number from the envelope and written on the money order or check by Mailroom designated staff. Blank money orders, cashier's checks, or checks will be returned to sender.

Restrictions

Currency shall not be accepted for an inmate. If currency is received, Mailroom staff will complete a memorandum of "disallowed cash received" with the following information:

- Date cash was found
- Correspondent's name
- Cash amount
- The inmate's CDCR number and housing

The original memorandum will be sent to the inmate, two copies to the Accounting Department, one copy to the sender, and one copy for the Mailroom files. Mailroom staff shall forward the currency to the CCWF Accounting Department who will forward the currency to the Regional Accounting Office (RAO). The RAO shall issue a check to the individual who sent the cash. All relevant documents for each occurrence will be saved for one year of the date of receipt.

The Mailroom will not process the following types of money orders, cashier's checks and checks:

- Previously endorsed
- Defaced
- Blank and not addressed to anyone
- Erasures and changed payee
- Addressed to someone other than the inmate

54010.18 Funds Enclosed In Correspondence - Continuation

- Addressed to more than one inmate
- No return address on personal checks
- Inmate is no longer at CCWF

Checks that require prior endorsement (from an attorney or insurance company and designated as being part of a settlement) by the inmate will be delivered to the inmate by the Mailroom staff for endorsement. Mailroom staff shall then return the check to the Mailroom.

Checks requiring special processing by Accounting such as transfer checks, welfare checks, etc., will not be receipted but delivered to Accounting in its entirety.

When funds are discovered by an inmate in their mail, the following procedure will be implemented:

- Inmate will deliver the funds, along with the envelope, to their respective Facility Sgt./designee. The inmate may retain all other enclosed non-contraband items (i.e., letters, stamps, etc.).
- The Facility Sgt./designee will fill out a Money Order and Currency Receipt Form (CCWF C022) in triplicate. The original will be given to the inmate, duplicate retained for the facility file and triplicate attached to the envelope with the funds.
- The Facility Sgt./designee will take the funds to the Central Control Sallyport, secure the funds in the designated lock box and sign the Currency Receipt Log, which is located in Central Control.
- M&SSI will remove the funds on a daily basis, except Saturdays, Sundays and ho'ldays, sign the Currency Receipt Log and return the funds to the Mailroom for processing. Currency Receipt Logs are brought back to the Mailroom by M&SSI daily.

54010.18.4 Personal Checks

Personal checks, money orders, and cashiers checks will be accepted, but will not be credited to the inmate's account for 30 days pending bank clearance.

54010.21 Publications

Inmates may subscribe to the following, provided the subscription is prepaid and the publication is approved:

- Legal materials

Exclusions

- Publications if deemed obscene, based on criteria outlined in CCR, Article 4, Title 15, Section 3134.1.
- Unsolicited CDs, DVDs, and musical cards shall be removed and the subscribed magazine forwarded.

54010.21.2 Processing/Inspection of Incoming Books

Books are authorized via Special Purchase. Upon receipt, books shall be delivered to R&R within five business days. R&R staff shall issue the books in accordance with existing special purchase issuance protocols. Inmates may possess the amount of books and newspapers allowed by the DOM, Matrix, Approved Personal Property Schedule, Section 54030.21, Female Offender Programs.

Religious Books, Magazines, and Newspapers

Books, periodicals or other publications that are mailed from a religious organization bookstore shall be considered as coming from an authorized vendor.

54010.22 Correspondence Between Inmates/Parolees/Probationers

If the request is denied, distribution of the CDCR 1074 shall be as follows:

- Copy to inmate.
- Copy to the Mailroom
- Original to Records to scan into ECF

It is the CCI's responsibility to forward one completed copy of a Request for Correspondence Approval (CDCR 1074) to records for scanning into the ECF and one copy to the Mailroom to keep on record. The incoming mail will be searched for any jail mail per CCR, Title 15, Section 3139(1). The jail mail will be checked against the mailroom's records. If no CDCR 1074, is on file, the mail will be returned to sender with notification on outside of letter stating, "Return to Sender", correspondence not authorized.

Inmates housed at CCWF shall not be permitted to correspond with each other from facility to facility utilizing the CDCR 1074. Inmates may be authorized to correspond with parolees or probationers upon the approval of the inmate's Captain of the facility, and the parolee/probationer's case supervisor.

Correspondence approval between inmates, former inmates, parolees and probationers is not contingent on the inmates, former inmates, parolees or probationers being immediate family members; child-in-common; co-defendant, co-plaintiff or witness in a pending or in-progress litigation.

54010.22.2 Correspondence Between Inmates in SHU/ASU/PSU/THU/BMU

The sending and receiving of mail shall not be restricted while an inmate is undergoing disciplinary detention. Delivery of packages, publications and newspapers may be withheld during disciplinary detention.

Inmates assigned to the ASU, including special segregated housing, shall not be restricted in their sending and receiving of personal mail and shall not be limited in their access to the courts. Legal resources may be limited to pencil and paper, which shall be provided upon request for correspondence with an attorney or preparation of legal documents for the courts.

Correspondence between inmates, parolees and probationers shall not be authorized while inmates are housed in segregated housing such as ASU (per CCWF, DOM, Supplement 62050 Special Placements).

54010.22.4 Unapproved Correspondence

Questionable correspondence shall be referred to a staff member at no less than the Custody Captain, CO&P, level for determination and appropriate action.

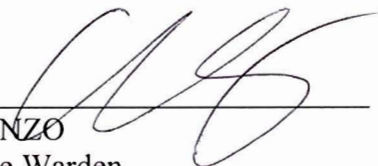
Correspondence or publications containing any of the following shall not knowingly be allowed:

- Threats of blackmail or extortion
- Information which would create a clear and present danger of violence and/or physical harm to persons in or outside the facilities of the department.
- Plans to escape or assist in an escape

54010.22.4 Unapproved Correspondence – Continuation

- Plots or plans to disrupt the order of the facility or to breach the security of the facility.
- Coded messages
- Descriptions of the making of any weapon, explosive, poison or destructive devices.
- Contraband

Staff shall not remove unauthorized pages or portions of publications intended for inmates in an attempt to allow the inmate to receive the remainder of the publication. If a publication contains unauthorized items or information, as defined in CCR, Article 4, Title 15, 3134 and Section 3135, the inmate shall be promptly notified via a CDCR 1819. The material shall be disposed of if the inmate has not submitted an Inmate/Parolee Appeal form (CDCR 602) within 30 days of the date of the Custody Captain, CO&P, signature for approval.



M. ALONZO
Associate Warden
Central Operations and Programs

8-5-15

DATE



D. K. JOHNSON
Warden

8/21/2015

DATE