



**California
Department of Corrections
California Institution for Men**

DOM Supplement

Chapter:

5 - ADULT CUSTODY & SECURITY OPERATIONS

Subchapter:

54010.1

Section:

INMATE MAIL

**RESPONSIBILITY FOR REVIEW: CAPTAIN –
CENTRAL OPERATIONS**
REVIEWED ANNUALLY: MARCH
DATE OF LAST REVISION: MARCH 2014
DATE OF LAST REVIEW: MARCH 2015

54010.1 INMATE MAIL

The purpose of this Department Operations Manual (DOM) Supplement is to implement a plan for the processing of incoming and outgoing inmate mail at the California Institution for Men (CIM).

APPROVAL AND REVIEW

The Central Operations Captain shall review and update this DOM Supplement annually in March.

RESPONSIBILITY

The Central Operations Captain shall be responsible for the implementation, as well as administrative oversight of the institution's inmate mail procedures.

DISAPPROVAL OF CORRESPONDENCE

The institutional General Mailroom Policy (See Attachment A) will provide information to prevent items from being disallowed/destroyed or returned.

GAMBLING/ GAMES OF CHANCE

Inmates are not authorized to participate in games of chance/gambling. This would include, but not be limited to: lottery, media contests, prizes, etc. Incoming/ outgoing correspondence containing this type of material will be considered contraband and be disapproved. Incoming correspondence containing this type of material shall be returned to the sender with instructions to remove the unauthorized item(s) and re-send the correspondence. The inmate will be subsequently noticed of the disallowed mail (CCR 3136). Outgoing mail containing this type of material will be confiscated by staff as contraband, with the inmate being noticed and retained pending supervisory review for possible disciplinary action.

DENIAL OF PACKAGES

Packages received from the City of Chino United States Postal Service (USPS) Office that does not meet the mailroom criteria shall be retained by the Chino Post Office and mailed as "Return to Sender" by the City of Chino USPS.

Two (2) remittance forms will be prepared:

- One copy will be immediately forwarded to the inmate,
- One copy will be maintained in the mailroom for a period of three (3) years.

The Mailroom shall forward a copy of the Notification of Disapproval-Mail/Package/Publications Form (CDC 1819) (See Attachment B) to the affected inmate, outlining the reason

the package was not accepted. The causes for package refusal are as follows:

- No PR-1 Form attached (approved address label required),
- No inmate CDC number (cannot identify or locate inmate),
- Package over weight (exceeds 30 lbs.),
- Package damaged in transit/package not sealed correctly,
- Package not authorized,
- Package not having required signature and sender's return address on PR-1 Form.

54010.5.1 PROCESSING REQUEST FOR INDIGENT INMATE ENVELOPES

On a weekly basis, "Indigent Inmate Envelope Request Forms" and/or envelope sign-up sheet shall be distributed in each housing unit by designated unit staff. The request forms shall be retrieved on a predetermined date and submitted to the assigned Program Sergeant for review. The approved Indigent List Form is made available in each housing unit beginning on Sunday and ending on the following Sunday. On Monday morning, the completed Indigent Lists are submitted to the Trust Office for processing. Each request shall be verified by the Trust Office supervisor, via the Trust Restitution Accounting and Canteen System (TRACS), to ensure that the requesting inmate has \$1.00 or less in their Inmate Trust Account for at least thirty (30) calendar days to qualify to receive indigent envelope. Only approved and verified requests for stamped/metered envelopes will be honored.

The Trust Office will forward the approved request to the mailroom for processing by Wednesday morning. The mailroom staff will prepare the requested amount of metered/stamped envelopes to be issued and place the envelopes, along with the original indigent sign-up list in the mailbags. The sign-up sheets bearing the signature of the Program Sergeant will ensure accountability for the issuance of envelopes. Pursuant to CCR Title 15, Section 3138, five (5) metered/stamped envelopes shall be attached to the approved inmate request form and returned to the requesting inmate by the housing unit staff on a pre-determined day each week.

INMATE DRESS-OUTS (PAROLE CLOTHES)

All dress outs will be processed through the Mailroom. Upon completion staff will maintain a log of all incoming dress outs to ensure accountability. R&R staff will report to the Mailroom on a daily basis to pick up dress outs. Once dress-outs are brought back to the facility, a list of the dress-out boxes will be generated and R&R staff will cross reference via SOMS and determine if the parole date is thirty (30) days or less. If it has been determined that an inmate receiving dress-outs has moved or transferred to another facility or institution that package shall be rerouted or forwarded to appropriate facility or institution, if inmate paroled or released the package shall be returned to sender.



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54010.8 INSPECTION AND READING OF INCOMING AND OUTGOING MAIL

All first class non-confidential domestic mail shall be issued or delivered to the inmate addressee as soon as possible, but not later than seven calendar days of pick up from the local post office. The seven day time constraint shall not apply during holiday seasons, or when delivery is affected by institutional lockdown and/or emergency.

Disposition of mail by mailroom staff shall be monitored by mailroom supervisors to ensure mail is not inappropriately discarded.

First Watch staff processing outgoing mail shall inspect all general mail for any contraband and read the document/letter(s) for any information written that can jeopardize the safety and security of the institution, self or others. The staff shall place the document/letter(s) back inside the envelope and seal the envelope prior to placing it inside the mail bag for processing to the mailroom. If at any time staff identifies mail containing contraband or information jeopardizing the safety and security of the institution, self or others, the issue shall be reported immediately to their supervisor.

Inmate made artifacts or envelopes with handmade drawings shall not be sent to the mailroom but returned back to the sender.

**(REVISED)
PROCESSING RE-ROUTE INMATE MAIL**

The facility staff shall be responsible in delivering the inmate mail to inmate's housed within their facility on a daily basis or when mail has been delivered to the facility. The housing unit staff identifying inmate mail addressed to an inmate no longer housed in their housing unit shall conduct the following to deliver the inmate mail in a timely manner:

- *The housing unit staff shall identify the current address of the inmate by utilizing the Strategic Offender Management System (SOMS).*
- *Upon identifying the current housing, the housing unit staff shall write on the mail the facility and housing of the inmate.*
- *The facility shall identify a custody staff member to pick-up the re-route mail from within the facility and deliver the mail. If the inmate is housed at another facility, the facility staff shall deliver the mail to the respective facility for delivery to the inmate. Any re-route mail identifying the inmate housed on Facility C, the Watch Office Search and Escort Officer(s) shall be utilized to deliver the mail to the facility in a timely manner.*
- *If the inmate has transferred to another institution/paroled/out-to-medical/out-to-court or is an inactive inmate; the housing unit staff will note it on*

the mail the Institution/Region/Out-to-Court/ Out-to-Medical or Inactive and return the mail back to the mailroom via the mailroom bag for proper processing.

Mail identified as being re-route mail shall not be sent back to the mailroom for identification purposes, the mail will be identified by the facility staff.

DELIVERY OF INSTITUTIONAL / STAFF MAIL TO THE PERSONNEL MAILROOM (REVISED)

Mailroom staff processing institutional and staff mail shall categorize the mail in the mailroom according to the institutional divisions and deliver the mail to the Personnel Mailroom (located next to the Inmate Assignments Office).

Mailroom staff will deliver the mail in bins designated to the Division Heads and shall place them in the Personnel Mailroom on a daily basis. The Division Heads will designate a staff member to check the Personnel Mailroom on a daily basis for incoming mail designated for their area (e.g. Business Services-Procurement, Accounting, Delegated Testing, etc...). It shall be the responsibility of the Division Heads for the assigned staff to pick-up the mail.

Upon the designated Division Heads staff picking up the mail, they shall sort and hand over the mail to the respective area and/or staff member the mail is address.

54010.12.2 PROCESSING OUTGOING CONFIDENTIAL MAIL (REVISED)

Upon incoming legal mail being received by the institutional mailroom, the Legal Mail Desk staff shall on a daily basis remove all incoming legal mail from the incoming mail bins and date stamp on the envelope/package of the legal mail the date it was received at the institutional mailroom.

All confidential/ legal mail incoming and outgoing will be logged in a Confidential/Legal Mail Log (CDCR Form 119) (See Attachment D) by Mailroom staff to ensure accountability. Distribution of confidential/legal mail will be done by placing legal mail inside of legal mail bags and delivered to the designated facility. Mailroom staff are to ensure that a Legal Confidential Mail Correspondents Tracking Log (See Attachment E) list of the incoming legal mail be placed inside the bag. The list will be signed by the inmate upon receiving his legal documentation.

All legal mail being submitted as outgoing shall have an attached Proof of Service Form (See Attachment F) before submitting the legal mail to the mailroom. In the event that an inmate requests a copy of the legal documentation, this is to be done in the housing unit, utilizing a Proof of Service by Mail Form. The bottom portion of the form is to be filled out by the Correctional Officer sealing the Confidential/Legal Mail. Upon completion of the bottom (perforated) section, it is to be separated and retained by



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the inmate for his own records. Legal mail bags are to be picked up by Mailroom staff on a daily basis.

INMATE ORIENTATION

Inmates arriving in Facility B (Reception Center) will receive an orientation manual describing departmental regulations and mail procedures.

LISTING OF COURT ADDRESSES

A listing of court addresses will be maintained in the Law Library for inmate use.

54010.18 FUNDS ENCLOSED IN CORRESPONDENCE

When funds are delivered to the inmate via mail it shall not be accepted by an inmate. The mailroom employee upon processing the daily mail containing the funds shall tape the mail and place it inside a secured cabinet designated for mail containing funds. If at any time mail does not fit in the cabinet, the mail shall be given to the mailroom supervisor to secure inside the combination safe.

The Inmate Accounting Office (IAO) Trust Office Supervisor, In-Service Training Manager and D3 Tower shall have the key to access the mail inside the cabinet.

On the next business day, the Trust Office Supervisor shall report to the mailroom and remove all mail inside the cabinet containing the funds. The Trust Office Supervisor shall record all funds and process them accordingly. All mail received by the Trust Office Supervisor shall be returned back to the mailroom in a reasonable time indicating the mail contained funds and for the mailroom staff deliver the mail to the inmate.

When funds do get bypassed with mail to the housing unit, staff shall take appropriate action in submitting the funds to the Watch Commander's Office. Upon the funds being discovered in the mail, facilities shall ensure the funds be submitted to the Watch Commander's Office on the same day the funds were discovered. The Watch Commander's Office has a silver metal cabinet that is identified by "Mailroom Only". Custody Staff shall, with the approval of the Watch Commander, open the cabinet with the key located on the Watch Commander's ring set. The funds shall be logged in the logbook located inside the cabinet and secured along with the funds. The mailroom staff shall be responsible in reporting to the Watch Commander's Office on a daily basis and to inspect the cabinet for any submitted funds to be processed to the mailroom. The mailroom staff inspecting the cabinet, with the approval of the Watch Commander, shall deliver, if any funds were submitted, to the Mailroom Supervisor for processing. The Mailroom Supervisor shall log the funds in the Return Money Order Logbook, account the total amount of funds and secure them inside the combination safe, eventually relinquishing the funds to the Trust Office Supervisor for processing.

54010.21 PUBLICATIONS

All inmates receiving prohibited items will be issued a Notification of Disapproval – Mail/Package/ Publications Form (CDC 1819) shall be completed and processed, which will allow them 15 days to notify mailroom staff their choice of disposal (returned to sender at inmates expense, destroyed or held pending investigation/appeal). A notice in the form of a letter is sent to publisher identifying the reasons for disapproval. Mailroom staff will note that a departmental approved vendor is any publisher or bookstore that does mail order business as outlined in CCR Section 3134.1. Mailroom staff shall keep a log of all incoming books, and separate by facility. Receiving and Release (R&R) staff will report to the mailroom and pick up any incoming books on a daily basis. The receipt of paperback books, periodicals and publications, is not limited to either Inmate vendor packages or special purchases. Inmates may receive books, periodicals, and publications from publishers and book stores. This direction also applies to Reception Center (RC) or Administrative Segregation Unit (ASU) housed inmates are not prohibited from ordering, obtaining or possessing books periodicals or publications. R&R staff are directed to allow the inmate to determine whether he will accept the hardback book with cover removed or if he declines that option, decides how the hardback book is to be disposed.

54010.22 CORRESPONDENCE BETWEEN INMATES/PAROLEES/PROBATIONERS

Inmates of separate correctional facilities must obtain permission to correspond with each another. Inmates who wish to correspond with persons in the custody of a correctional system other than the California Department of Corrections and Rehabilitation (CDCR) will be required to request approval of the Warden or designee, and if any of the other correctional system.

- Upon inmate's transfer to the institution, it will be the responsibility of the inmate's counselor to notify mailroom staff of previously approved correspondence.
- If the institution receives mail from an unapproved correspondent, staff shall mark the envelope with "Not an Approved Correspondent" and return it to the inmate/parolee.

Due to the length of time necessary to secure permission for inmate correspondence between institutions, Facility B (Reception Center) Counselors do not process Request for Correspondence Approval Form (CDC-1074) (See Attachment C) applications; however, if an inmate is in Facility B over 90 days, Correctional Counselors will consider and review correspondence requests. Outgoing unapproved correspondence shall be stamped by staff on each page of the letter and on the envelope with "Not an Approved Correspondent" and returned to the inmate.

The mailroom shall have a centralized binder of all approved Request for Correspondence Approval Forms.



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INCOMING NON-CONFIDENTIAL MAIL

The institution maintains Post Office Boxes for all four facilities and one box for administration.

Post Office Boxes for the Facilities and Administration are:

- Facility A: P.O. Box 368
- Facility B: P.O. Box 441
- Facility C: P.O. Box 500
- Facility D: P.O. Box 600
- Administration: P.O. Box 128

It shall be the responsibility of the inmate to notify whomever they are receiving mail from (family, friends, private vendors, religious groups, etc...), of the appropriate information needed on the address label. Any incoming/outgoing mail that fails to properly identify the recipient's name and return address, the mail will be discarded.

Note: (Example of appropriate manner of addressing inmate mail to the institution):

INMATE FIRST AND LAST NAME
CDC #
ASSIGNED FACILITY
ASSIGNED HOUSING
ASSIGNED P.O. BOX
Chino, California 91708

The mail is picked up daily, Monday through Friday, from the local USPS Office by mailroom employees.

Incoming non-subscription bulk mail and catalogs that are addressed to individual inmates will be allowed. CCR Section 3006(C) (11) will be revised to allow this process.

Mailroom staff shall run the mail through the automated letter opener, then process as follows:

- Sort properly addressed mail from mail with problems (misaddressed). Mail with problems will be processed last.
- Mail with contraband shall be set aside and dealt with last (Mail with contraband will not delay the processing of other mail.)
- Contraband will be processed per CCR Title 15.
- Clear tape shall be used in the processing and/or resealing of inmate mail.

(REVISED)


PROCESSING INCOMING HEALTHCARE APPLIANCES

Healthcare appliances received for an inmate via USPS, incoming from an institution and/or Golden State Overnight (GSO), with contents from Prison Industry Authority, shall be placed in a designated area in the mailroom for pick-up by the

Specialty Clinic staff for proper distribution. The Specialty Clinic staff shall forward to R&R a proof of service form in order for the R&R staff to document the healthcare appliance on the Inmate's Property Card.

Healthcare appliances received for an inmate via a private vendor and/or family member shall have on the box/package, a CDC 128-C Medical Chrono or CDCR 7410, Comprehensive Accommodation Chrono, which indicates the inmate being approved by the medical department in receiving the healthcare appliance. The box/package shall be placed in a designated area in the mailroom for pick-up by R&R staff for proper distribution and recording on Inmate's Property Card. The R&R staff shall record on the mailroom Health Care Appliance Logbook, the pick-up of the box/package(s). Also, upon distributing the healthcare appliance, R&R staff shall ensure the healthcare appliance meets Departmental Operations Manual for allowable property. Healthcare appliances identified by R&R staff posing a safety and/or security concern to the institution, shall have the healthcare appliance be inspected by the Central Operations Captain. If at any time, the box/package does not have a CDC-128C Medical Chrono or CDCR 7410, Comprehensive Accommodation Chrono; the mailroom staff shall send the box/package back returned to sender.

Mailroom staff shall inform the Specialty Clinic or R&R staff, whenever boxes/packages are not being picked up in a timely manner to avoid any delays in the inmate receiving his healthcare appliance.

 3/25/15
Date

TIM PEREZ
Warden
California Institution for Men

ATTACHMENTS:

- Attachment A: CIM General Mailroom Policy
- Attachment B: Notification of Disapproval – Mail/Package/ Publications Form (CDC 1819)
- Attachment C: Request for Correspondence Approval (CDC 1074)
- Attachment D: Confidential/ Legal Mail Log (CDC 119)
- Attachment E: Legal Confidential Mail Correspondents Tracking Log (CDC 119-A)
- Attachment F: Proof of Service by Mail Form

**CALIFORNIA INSTITUTION FOR MEN
MAILROOM POLICY**

IMPORTANT INFORMATION TO PREVENT MAIL FROM BEING DISALLOWED/DESTROYED OR RETURNED

Your correspondent is allowed to enclose up to:

- **Forty (40)** embossed or stamped regular envelopes,
 - **Forty (40)** stamps and **forty (40)** plain regular envelopes,
 - **Two (2)** manila envelopes are allowed (No larger than 8 ½ X 11 in one enclosure),
 - **Three (300)** hundred or less sheets of standard or legal size writing paper (Plain White/White- Yellow lined paper only). Heavy weight, sketch and/or heavy stock paper are not allowed. No wire or spiral notebooks. Colored paper allowed only required for court purpose,
 - **Twelve (12)** or less No. 2 pencils with erasers attached (Facility's A, C, D and Facility B Permanent Work Crew ONLY),
 - Reception Center inmates are allowed **Twelve (12)** golf size pencils without erasers,
Note: mechanical pencils, drawing pencils or colored pencils are not allowed.
 - **Ten (10)** or less clear pens (Blue or Black), (Facility's A, C, D and Facility B Permanent Work Crew ONLY),
Note: mechanical pens, ink/ felt tip markers are not permitted. Reception Center inmates may not receive ink pens.
 - **One (1)** address book, soft covers only,
Note: coloring books, Sudoku and puzzles are not allowed (only by approved vendor).
 - **One (1)** calendar (No larger than 8 ½ X 11 with no wire),
 - Greeting cards:
Note: No 3-Dimensional attachments, Pop-Up or stamps; Must be unsigned and accompanied with envelopes. No musical cards allowed.
 - Photographs: The maximum allowable size is 8X10.
Note: picture frames, Polaroid, child nudity, frontal nudity, and photographs depicting sex or sex simulated acts, bestiality, alcohol, weapons, gang signs or acts of violence are not permitted. (See Title 15, CCR 3135, Disturbing and Offensive Correspondence). Photos/papers with tattoo patterns are not allowed.
 - Currency is **not** permitted. Money orders and checks are acceptable and must include the inmate's last name and CDCR number.
- Note:**
- Specialty and Padded envelopes of any size are not allowed.
 - First class mail can weigh no more than 13 ounces.
 - Maximum weight for standard mail is 16 ounces.
 - No cardboard material allowed.

UNAUTHORIZED MAIL ENCLOSURES INCLUDE BUT NOT LIMITED TO:

- Adhesive stickers
- Labels
- No Glitter and/or glued items
- No plastic/metal items, clothing/fabric, ribbon, string or threads on mail
- Legal documents or certificates
- Credit cards or pre-paid telephone cards
- Metal items
- Musical devices or laminated items of any kind
- Original birth, marriage or death certificates,
- I.D. cards or photocopies of I.D. cards,
- Magazine(s) (Magazine(s) need to be delivered by an approved vendor).
- Books (Must be delivered by an approved vendor).
- No lottery tickets.

UNSANITARY:

- Soiled, stained, scented or marked, discolored letters or envelopes with unknown substances will not be accepted for delivery. Items in excess of authorized limits will not be accepted.
- Handmade/alterd envelope (outgoing mail) is not allowed.

Please advise your correspondence: Priority or overnight mail does not guarantee overnight delivery.

No circumventing the mail procedures through 3rd party is not permitted.

Incoming/Outgoing mail not properly identifying the recipient(s) shall be discarded.

Mail is not routed directly to the institution, but is collected Monday through Friday from a mail distribution center.

(REVISED APRIL 2015)

ATTACHMENT B

STATE OF CALIFORNIA
CDC 1819 (Rev. 6/98)

DEPARTMENT OF CORRECTIONS

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 <input type="checkbox"/> RETURNED TO SENDER <small>(At Inmate's Expense) (Date)</small> <input type="checkbox"/> DESTROYED	FIRST NAME	MI	LAST NAME
*(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).	ADDRESS (NUMBER AND STREET)		
	CITY	STATE	ZIP CODE
	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 <small>(Include issue/date)</small>	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 <input type="checkbox"/> DESTROYED <input type="checkbox"/> RETURNED TO OUTSIDE DESIGNEE <small>AT INMATE'S EXPENSE (Date)</small>	FIRST NAME	MI	LAST NAME
***(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).	ADDRESS (NUMBER AND STREET)		
	CITY	STATE	ZIP CODE
	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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ATTACHMENT C

STATE OF CALIFORNIA
REQUEST FOR CORRESPONDENCE APPROVAL
 CDCR 1074 (REV. 08/08)

DEPARTMENT OF CORRECTIONS AND REHABILITATION

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.	

ATTACHMENT D

**CALIFORNIA INSTITUTION FOR MEN
CONFIDENTIAL/LEGAL MAIL LOG**

FACILITY A

CDC	NAME	HSNG	SENDER	C/O SIGN	I/M SIGN

PRINT NAME OF STAF ISSUING MAIL TO C/O: _____

LEGAL CONFIDENTIAL MAIL CORRESPONDENTS TRACKING LOG
(DELIVERY)

Procedure: The below listed mail must be opened in the presence of CDC staff and checked for contraband. Staff must make no attempt to read the documents enclosed in this mail. RE: Jordan Grady Decision.

DATE: _____ FACILITY: _____ STAFF: _____ COMMENTS: _____

INMATE NAME	BED/CELL #	CORRESPONDENT	INMATE SIGNATURE & CDC #
1.			
2			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

**CALIFORNIA INSTITUTION FOR MEN
PROOF OF SERVICE BY MAIL**

(C.C.P. §1013a, §2015.5, Fed.R.Civ.P. 5, 28 U.S.C. 1745)

ATTACHMENT F

I am over the age of eighteen years, a citizen of the United States, a resident of the State of California. (A)
and / and not a party to the within action. My mailing address is: P O BOX 441, CHINO, CA 91708.

On the following date (B) _____, I served the following document(s): (C)

On the interested parties in this action by placing true copies thereof, enclosed in sealed envelopes, addressed
as follows to the following parties: (D)

_____	_____
_____	_____
_____	_____
_____	_____

I am readily familiar with the normal business practices for collection and processing of correspondence and
other materials for mailing with the United States Postal Service. On the same day that correspondence is
placed for collection and mailing, in a sealed envelope with postage fully prepaid, it is deposited in a box so
provided at the correctional institution in which I am presently confined.

I certify (or declare) under the penalty of perjury under the laws of the State of California that the foregoing is
true and correct.

(E) Name _____ CDCR# _____

Signed _____ Dated: _____

CIM MAILROOM ACKNOWLEDGEMENT OF MAILING

DATED _____ STAFF: _____

SIGNED _____

INFORMATION SHEET FOR PROOF OF SERVICE BY MAIL

A proof of service is required to be sent with most petitions, motions, filings (P.C. §1381, §1382, §1203.2.a) and other documents sent to the Court, Administrative Agencies, or opposing parties.

This is a "multi-use form" that can be used as verification the CIM Mail Room has mailed your documents, or as a "3rd party proof of service" as required in Code of Civil Procedure and Federal Rules of Civil Procedure. (The 3rd party is not part of the action and the only requirement of the person serving the documents is that they are over the age of eighteen years old)

You must complete a proof of service for each package of documents you serve. For example, if you serve the Court and the Probation Department, you must complete two sets of proofs of service, one for the Court and one for the Probation Department. You must also note and address both parties being served within section (D) of the proof of service.

Use these instructions to complete the proof of service by following the alphabetical order listed on the document. This as all legal documents, must be either filled out in black ink, or typed.

(A) Circle if you are 'party or 'not party' to the action" (**and / and not**). In P.C. §1381, §1382 and §1203.2.a filings you "will be" a party to the action. In all other actions, circle that you "are not."

(B) Print the date that you are mailing/serving the documents.

(C) List the documents that you are serving. Example: "P.C. §1381 Demand for Trial."

(D) List the name and address of the party(s) that you are serving. Example: Superior Court – Probation Department

(E) The person serving the documents prints their name, CDCR number, signs and dates the proof of service.

Complete three proofs of service in P.C. §1381, §1382 and §1203.2.a filings. Staple all three copies to the outside of the envelope that you are forwarding to the court. The CIM Mail Room will enclose a copy in your envelope, keep a copy on file, and forward you back a signed copy for your records. In all other court actions, enclose one proof of service inside the envelope with your documents and keep one copy for your records.

**CALIFORNIA INSTITUTION FOR MEN
REPORT OF COLLECTIONS**

ATTACHMENT G

BATCH NUMBER: _____ **FROM:** _____ **DATE:** _____

CDC NUMBER	INMATE NAME	AMOUNT	MONEY ORDER OR CHECK NUMBER	RECEIVED FROM
1.				
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MAILROOM STAFF DATE
SIGNATURE

FACILITY

MAILROOM SUPERVISOR DATE
SIGNATURE