



**California
Department of Corrections
California Institution for Men

DOM Supplement**

Chapter:

5 - ADULT CUSTODY & SECURITY OPERATIONS

Subchapter:

54010.5

Section:

**PAPER - ENVELOPES AND STAMPS FOR
INDIGENT INMATES**

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

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

**54010.5 PAPER, ENVELOPES AND STAMPS FOR
INDIGENT INMATES**

Indigent envelopes issued to an inmate become their property. The inmate shall be allowed to utilize the envelopes regardless of current financial status.

Inmates may receive envelopes for mailing legal documents from the facility Library providing the inmate shows proof that the document to be mailed is defined as legal in accordance with DOM Section 54010.20.3. The Library staff will stamp the word "LEGAL" on the CDCR 193, Trust Withdrawal Order form. The library will indicate the cost of the envelope next to the "envelope" on the CDCR 193 Trust Withdrawal order form. The inmate must indicate the purpose of the charge and the name and address of the confidential correspondence. The CDCR 193 Trust Withdrawal order form will be attached to the sealed legal envelope and sent to the mailroom for processing.

**54010.5.1 PROCESSING REQUEST FOR INDIGENT
INMATE ENVELOPES**

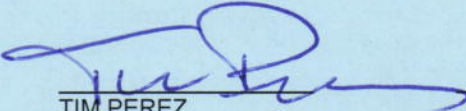
The approved Indigent List form for the California Institution for Men (CIM) is made available in each housing unit beginning on Sunday and ending on the following Sunday. Inmates will request indigent envelopes by indication only their name, CDC number and cell/bed number. Staff will indicate the beginning and ending date for that week, date the indigent list was submitted to the Trust Office and their signature.

Legal documents for mailing must be in a sealed envelope. The mailroom will not process mail with only the CDCR193 Trust Withdrawal; order form attached.

On Monday morning, the completed Indigent Lists are submitted to the Trust Office for processing. The Trust Office will indicate if the inmate is entitled to indigent envelopes by a red check mark. The completed Indigent Lists are forwarded to the mailroom by Wednesday morning.

Inmates are prohibited from attaching CCR 193 Trust Withdrawal order forms to envelopes for postage with the exception for Legal documents and returning items to the sender that has been disapproved by the mailroom. CDCR 193 Trust Withdrawal order forms utilized for the purpose of postage for mailing regular mail will be refused to the inmate.

The Mailroom will fill the indigent envelope request from each list and place the allotted number of indigent envelopes in the mailbags for each housing unit.

 4/2/15
TIM PEREZ Date

Housing unit custody staff will issue the indigent envelopes to only those inmates that have been approved by the Trust Office. The inmate will acknowledge receipt of the indigent envelopes by signing them. The Indigent Lists are the forwarded to the Trust Office for filing. Any indigent envelopes that cannot be issued will be returned to the mailroom via the mailbag.

Warden
California Institution for Men

Indigent lists received after Monday, are considered late and will not be processed that week. Indigent lists submitted not on the approved form will also not be processed.

Inmates are allowed three methods of receiving envelopes:

- Receiving 5 envelopes and postage through the indigent procedure.
- Purchasing envelopes and stamps in the canteen.
- Receiving envelopes and stamps in the email from family and friends.