

CHAPTER 5– ADULT CUSTODY AND SECURITY OPERATIONS
ARTICLE 41 – INMATE MAIL

RESPONSIBILITY FOR REVIEW: Associate Warden
Business and Operation
Services
REVIEWED ANNUALLY: August
DATE OF LAST REVIEW: April 2014

52020.8.10 DEFINITIONS OF CLASSES OF MAIL

Certified Mail

Inmates are permitted to send out mail by Certified Return Receipt or other postal registrations at their own expense. Legal materials shall be mailed out utilizing First Class postage. Certified mail must be paid for by the inmate sender. Stamped envelopes and/or stamps may be used for this purpose, up to a total value of \$1.00. For any amount over \$1.00, a California Department of Corrections (CDC) 193 Trust Account Withdrawal (Attachment A) must be utilized.

Outgoing Packages

Property mailed out of the Institution shall be recorded in the outgoing ledger book and a CDC 193 covering postage shall be forwarded to the Inmate Trust Office for processing. Inmates housed in General Population are required to bring the unsealed package to the Property Officer during Open Line, ONLY ON TUESDAY, from 0900 to 1900 hours

Inmates housed in the Support Care Unit (SCU) must give the unsealed package to the Property/SCU officer. The inmate shall sign a CDC 193 for the cost of mailing the package. The CDC 193 shall accompany the package to the Mailroom. The Property Officer shall note all property that is mailed out of the Institution on a California Institution for Women (CIW) #308, Inmate Property Mail-Out Form. One copy shall be given to the inmate and one copy shall be retained in the property file located in SCU. Personal property packages being mailed out cannot weigh more than 30 pounds.

Package Processing to General Population Inmates

Padded envelopes are not permitted to be issued to the inmates. Padded envelopes shall be opened and the permitted contents forwarded to the inmate. The padded envelope shall be retained at the Mailroom. The only exceptions to this are authorized legal materials and soft cover books from vendors. Books shall be placed in a manila envelope and sent to the inmate and legal material received in padded envelopes shall be forwarded to the housing sergeant for distribution as legal mail. The padded envelope shall be retained by the issuing staff for destruction.

Shipping cartons shall be retained for Mailroom disposal due to possible contraband and fire hazard.

Mail, Photographs, Cards, and Packages

Photographs, cards and calendars are handled as general correspondence; maximum size is 8"x10" (photos and cards) and 12"x12" (calendars). They can not have metal components, attached backings, musical devices, inserts, embossed characters, plastic coverings (lamination), or be padded. In addition, those items with stuffing or sealed parts are considered contraband.

Personal property photographs may be mailed out for reproduction to Reliance Company. A maximum size for reproduction has been established at a minimum size of 5"x 7" up to 8"x10" consistent with the maximum size of allowable photographs. Any size deviating from these measurements shall not be allowed and shall be returned to sender. (Note: This minimum pertains to photographs of inmates and not family members and correspondents). The inmate shall be required to submit a self addressed, stamped envelope, a CDC 193 for the cost of reproduction processing services, along with an order form and the photograph to be copied to their Correctional Counselor (CC) I

for processing. The CCI shall process the CDC 193 and submit to Accounting for verification of funds. If the reproduction is to be made from a Polaroid, only the prints may be returned to the Institution and not the Polaroid.

Support Care Unit /Special Housing Unit Package Processing

Packages are picked up from the Mailroom by the SCU Officer. In the inmate's presence, the Property Officer shall record the registerable property given to the inmate. A copy shall be given to the inmate and one copy shall be retained for the SCU property file located in the SCU Property Room.

Inmates housed in Special Housing Unit who are eligible for an approved vendor personal property box, specifically close "B" inmates, shall receive a ducat for their non-work/programming hours. They must pick up these boxes at the CIW Mailroom.

54010.8.1 INDIGENT INMATE WRITING SUPPLIES

On the 1st or the 15th of each month, inmates with a \$1.00 or less balance in their Trust Account during the preceding month can submit a CIW Indigent Supplies and Envelopes Request Form (Attachment B) to the Trust Office for up to 20 First Class stamped envelopes to be issued by the Annex Warehouse. The request must be received in the Trust Office by the tenth of the month to be on the list for the 15th or by the 25th of the month to be on the list for the first. The indigent supplies and envelope list is generated by the Inmate Trust Office on a bi-monthly basis. The inmates shall report to the Annex Warehouse to receive and sign for the indigent supplies.

54010.8.1 ITEMS ENCLOSED IN INCOMING FIRST CLASS MAIL

First Class mail can have the following items enclosed:

- Photographs – maximum 15
- Calendars – 12x12 maximum (no metal)
- Blank greeting cards (no three-dimensional attachments or stamps) maximum of five Postage embossed envelopes – maximum of 40 Blank envelopes – maximum of 40
- Writing paper/tablets – (White or yellow lined on) no cotton paper (maximum of one pad or 25 sheets of loose leaf)
- Typing paper (no cotton paper)
- Legal paper – to include colored paper required by court (no cotton paper, no spiral bound)
- Children's drawings – no construction paper or hobby craft items
- 40 postage stamps – (unless there is a rate change, then the intent is 40 stamps at the old rate and 40 stamps at the amount needed to equal the new rate). Personalized postage stamps shall not be accepted

54010.12.2 PROCESSING OUTGOING CONFIDENTIAL MAIL

All outgoing mail processed by First Watch housing unit officers shall be delivered to the Mailroom. All mail shall be re-sorted and separated by Institution, First Class, and legal mail. All Institution mail shall be sorted by department and/or housing unit. All First Class mail shall be placed in the outgoing letter tray(s). All legal mail shall also be placed in the outgoing tray(s) after being logged in the unit log book by unit staff. All Institution mail and packages/boxes shall be processed by the Corona Post Office. First Class incoming mail shall be sorted by Department, division, housing unit, etc.

Open line with the Property Officer for packages (i.e., excessive clothing) shall be conducted on Tuesdays only during the hours of 0900 to 1900.

All incoming packages shall be weighed, logged, and searched. All quarterly packages and special purchases shall be opened in the presence of the inmate at the time of issuance. First Class mail shall be searched, sorted and placed in the appropriate delivery slot to be distributed by Second Watch. First Class mail that is not deliverable shall be re-routed to the appropriate housing unit. Under no

circumstances shall regular mail be returned to the Mailroom if the inmate is still housed at CIW.

54010.12.3 PROCESSING INCOMING CONFIDENTIAL

Incoming letters which are sent Certified/Registered mail and are not legal/confidential mail shall be handled and distributed as regular mail.

All incoming legal/confidential correspondence shall be picked up by the Third Watch Search and Escort Officer (S&E). Inmates must sign the Legal Mail Log accompanying the legal mail. (The Legal Mail Log Book must be returned to the Mailroom daily). Legal material received in padded envelopes shall be opened in the presence of the inmate, the legal material shall be given to the inmate, and the padded envelope shall be retained by issuing staff for destruction.

If an inmate has relocated to another unit, the S&E who received the legal mail shall be responsible for calling the inmate to a designated area to receive the mail. Under no circumstance shall the mail be routed back to the Mailroom if the inmate is still housed at CIW.

When an inmate is out at a contracted medical facility (i.e., Riverside County Regional Medical Center, etc.) or transferred to another Institution, the legal mail must be returned to the Mailroom. Incoming legal mail shall be held in the Mailroom while the inmate is assigned to a Family Visiting Unit. Upon release, legal mail shall be distributed by the S&E as stated above.

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

Disapproved material shall be referred to staff not below the level of Correctional/Facility Captain for determination and appropriate action. The California Department of Corrections and Rehabilitation (CDCR) Form 1819, Notification of Disapproved Mail/Packages/Publications, shall be utilized when incoming or outgoing mail/packages or publications addressed to or being sent by an inmate are withheld or disallowed. The form 1819 shall be distributed to the inmate to inform them of the disallowance, reason and disposition of items. A separate notice in the form of a letter shall be provided to the publisher as meeting the criteria outlined in the California Code of Regulations (CCR), Title 15, Section 3135 (a). The publisher shall also be notified of their right to appeal the Institutions decision in accordance with CCR, Title 15, Section 3137 (c).

54010.20 INMATE MANUSCRIPT

Inmates desiring to submit manuscripts for publication shall provide the manuscript, cost of return postage, out-going postage, and any letters, information, or other materials to be submitted with the manuscript to the Principal for review.

Approval of Manuscript

No manuscript prepared by an inmate may be permitted to leave the Institution until it has been reviewed and approved by an employee designated by the division head. No manuscript shall be cleared for mailing or publication if it lacks material of definite literary merit or its content is such that its possession would be prohibited in the Institution, such as:

- Plagiarizing material
- Any libelous, lewd, or pornographic material
- Any material which appears to glorify crime or delinquent conduct or which deals with the technique of committing crimes
- Any material which represents a clear and present danger to Institutional security
- Any material which might be offensive to any race, nationality, or religious faith
- Any material which would interfere with the privacy or rehabilitation of another

Disposition of Material

Manuscripts approved by the Principal shall be taken to the Mailroom by an Education staff member to be mailed. A self addressed return envelope with postage shall be mailed in the same envelope. Manuscripts not approved by the Principal shall be discussed with the inmate by the Principal. Discussion, including basis for denial, is to be documented on a CDC 128-B General Chrono with a copy sent to the inmate. In cases where the inmate disagrees with the decision, the manuscript shall be forwarded to the Warden for review and final decision.

54010.22 CORRESPONDENCE BETWEEN INMATES/PAROLEES/PROBATIONERS

The CCI shall submit to the Mailroom a copy of the CDCR 1074 Request for Correspondence Approval (Attachment C). When a correspondent is "Disapproved"; a CDCR 1819 Notification of Disapproval – Mail/Packages/Publications (Attachment D) must be prepared. Incoming/outgoing correspondence between inmates must be monitored daily.

When an inmate requests approval to correspond with another inmate, the CCI shall review the Electronic Central File (E-File) through the Strategic Offenders Management System (SOMS) to ascertain whether the inmate meets the criteria for approval and to ascertain if prior approval exists. If prior approval exists, a copy of the previously approved CDCR 1074 shall be forwarded to the Mailroom. When an inmate's request to correspond with another inmate meets the criteria for approval and no prior approval exists, the CCI shall ensure a CDCR 1074 is completed. The CCI at the receiving Institution shall review the CDCR 1074 and annotate whether the inmate meets the criteria to correspond.

When a request for correspondence between inmates is received from another county, state, or federal facility (and meets the criteria for approval), the CCI shall ensure a cover memorandum is generated and forwarded to the requesting agency.

If an inmate's request to correspond with another inmate is denied, the CCI shall annotate the reason for denial on the CDCR 22 Inmate Request for Interview. The CDCR 22 shall be returned to the inmate. The CCI shall not be required to generate a CDCR 1074 for inmates whose requests are denied.

If the inmate is discharged, paroled, or transferred to another Institution, the request shall be dead filed. Staff shall not restrict any outgoing mail to other Institutions or parolees. It shall be the responsibility of the receiving Institution or parole agent to approve or disapprove such mail.

Mail Processing Schedule

Mailroom

All incoming mail shall be processed on a five-day workweek, Monday through Friday. Incoming mail shall not be processed on weekends or holidays, subsequently First Class mail shall not be delivered in the units on these days with the exception of re-routes from another unit.

0430 to 0600 hours (five days per week): All outgoing mail processed by First Watch housing unit officers shall be delivered to the Mailroom no later than 0630 hours. At 07:00 hours, all mail shall be re-sorted and separated by Institution, First Class, and legal mail. Department and/or housing unit shall sort all Institution mail. All First Class mail shall be placed in outgoing letter tray(s). All legal mail shall also be placed in the outgoing tray(s) after being logged in the Legal Mail Log Book.

0930 to 1100 hours (five days per week): All First Class incoming mail shall be sorted by department, division, housing unit, etc. All incoming packages and all Certified/Registered mail shall be recorded and listed.

1200 to 1300 hours (five days per week): All Institution mail and packages/boxes generated by Receiving and Release, Mailroom,

Records, etc., shall be delivered to the CIW mailbox receptacle by Warehouse personnel.

1500 to 1830 hours: Open Line, Tuesdays only for addressing the CDCR 1819.

Mail for the housing units is processed by the Mailroom for pickup Monday through Friday. At 1500 hours, the Housing Sergeant shall instruct S&E Officers to report to the Mailroom and retrieve the mail for delivery. The mailbags shall be delivered to the appropriate housing units and secured in the officer's station.

1500 hours: The Third Watch S & E (Housing) shall report to the Mailroom and pick up the unit mailbags and secure them in the unit's office.

2200 to 0530 hours: First Watch housing staff shall inspect all incoming mail as required. Should mail be present on the unit which the inmate may have been moved from, the officer shall contact Control to determine the inmate's location and re-route the mail accordingly utilizing the First Watch S&E Officer. Under no circumstances shall regular mail be returned to the Mailroom if the inmate is still housed at CIW. As mail is processed, the officer shall place the searched mail in the appropriate vertical file that matches the inmate's cell number and check the box on the corresponding Mail Notification Form, indicating the inmate has received mail. One copy of the Mail Notification Form shall be posted in the officer's window for all inmates to see. The other copy shall be kept with the sorted mail in the locked mail cabinet. A copy of the Mail Notification Form is included as part of this procedure. The mail cabinet shall be kept locked at all times to maintain security of the mail unless being actively used.

Staff shall not pick up mail from the wicket or floor. It is the inmate's responsibility to place their outgoing mail into the mailbox inside their assigned unit. (Exception: Administrative Segregation Unit)

0615 hours: Inmates in the housing unit shall be responsible for determining if they have received mail and, at the appropriate time, approach staff. The inmate shall sign the mail notification form indicating receipt. The periods of mail pick-up/delivery shall be:

- 0615 to 0800 hours
- 1100 to 1200 hours
- 1700 to 2000 hours

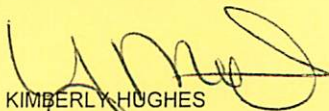
During periods of lock/unlock, the officer may use their discretion to issue inmate mail if workload permits. In any case, mail not issued as of the clearing of the 1700 hour count shall be issued by the Third Watch housing unit officer.

RESOURCE SUPPLEMENTS

- Attachment A- CDCR 193 Trust Account Withdrawal
- Attachment B- CIW Indigent Supplies and Envelopes Request
- Attachment C- CDCR 1074 Request for Correspondence Approval
- Attachment D- CDCR 1819 Notification of Disapproval
Mail/Packages/Publications



ROB KETTLE
Associate Warden Business and Operation Services
California Institution for Women



KIMBERLY HUGHES
Warden (A)
California Institution for Women

DATE 4/22/14

TRUST ACCOUNT WITHDRAWAL ORDER

Date _____ 20 _____

To: Warden

Approved _____

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

_____ NUMBER

_____ NAME (Signature please, DO NOT PRINT)

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

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

PURPOSE _____

NAME _____

ADDRESS _____

PRINT YOUR FULL NAME HERE

CALIFORNIA INSTITUTION FOR WOMEN

Indigent Supplies and Envelopes Request Form

Note: You must have been at CIW for 30 DAYS before request may be submitted.

Attention: Send this form to the Trust Office by placing it in the unit mailbox only.

This form must be submitted and supplies issued by draw (last 2 #'s of I/M's CDC #)

1st Draw (00-33) must submit by last Wednesday of current month for issue 1st Friday of next month.

2nd Draw (34-66) must submit by 1st Wednesday of current month for issue 2nd Friday of current month.

3rd Draw (67-99) must submit by 2nd Wednesday of current month for issue 3rd Friday of current month.

Each inmate with less than \$ 1.00 in their trust account and have been housed at CIW for 30 DAYS may submit a request for indigent supplies.

Indigent supplies and envelopes are issued to each eligible inmate ONCE per month.

ATTENTION TRUST OFFICE

Inmate CDC #	Inmate Name	Housing Unit	Date
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This inmate has requested issuance of Indigent Personal Care Supplies and Envelopes. Please review her trust account to determine her eligibility, then forward request to the Annex Warehouse.

APPROVED ()

DENIED ()

Trust Office Staff Signature

Date

	<u>ITEM</u>	<u>AMOUNT</u>
_____	COMB (Issued Quarterly)	1 EACH
_____	HAIR BRUSH (Issued Quarterly)	1 EACH
_____	SHAMPOO	1 EACH
_____	DEODORANT	1 EACH
_____	LOTION	1 EACH
_____	PETROLEUM JELLY	1 EACH
_____	TOOTHBRUSH	1 EACH
_____	TOOTHPASTE	1 EACH
_____	ENVELOPES	20 EACH
_____	WRITING PAPER	20 EACH
_____	DENTURE ADHESIVE(I/M's with dentures)	1 EACH

Sign:

Date:

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.	

STATE OF CALIFORNIA
CDCR 1819 (Rev. 08/08)

DEPARTMENT OF CORRECTIONS AND REHABILITATION

NOTIFICATION OF DISAPPROVAL - MAIL/PACKAGES/PUBLICATIONS

INMATE'S NAME	CDC NUMBER
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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/APPEAL <input type="checkbox"/> RETURNED TO SENDER <small>(At Inmate's Expense) (Date)</small> <input type="checkbox"/> DESTROYED <small>*(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).</small>	FIRST NAME	M	LAST NAME
	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 (include issue/date)	PUBLISHER	PAGE(S) WHICH MEET DISAPPROVAL CRITERIA
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DESCRIPTION OF MATERIAL THAT MEETS DISAPPROVAL CRITERIA, INCLUDE CCR, TITLE 15 SECTION

DISPOSITION	DESIGNEE INFORMATION		
<input type="checkbox"/> HELD PENDING INVESTIGATION/APPEAL <input type="checkbox"/> DESTROYED <input type="checkbox"/> RETURNED TO OUTSIDE DESIGNEE <small>AT INMATE'S EXPENSE (Date)</small> <small>** (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).</small>	FIRST NAME	M	LAST NAME
	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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DISTRIBUTION:
ORIGINAL - MAILROOM
CANARY - INMATE
PINK - SENDER / DESIGNEE

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

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