

INMATE MAIL

Location in DOM: 54010
 Reviewed By: Associate Warden
 Central Services
 Review Annually: JULY
 Date of Last Review: JULY 2015

54010.5.1 PROCESSING REQUEST FOR INDIGENT INMATE ENVELOPES

Inmate Trust Office staff shall generate a list of all indigent inmates (indigent inmate means an inmate who has one dollar (\$1.00) or less in their Trust Account for 30 consecutive days) at the beginning of each calendar month. Inmate Trust Office staff shall ensure that a copy of the list is provided to Mailroom staff.

Inmates shall submit a written request for indigent envelopes to Mailroom staff by the fifteenth of the month, in advance of the month for which the indigent envelopes are being requested. Upon approval of the request, the inmate will receive twenty-two (22) indigent envelopes by the fifth of the following month.

Refer to Attachment A for Inmate Request for Envelopes form. A submitted CDCR Form 22 can be accepted in lieu of the Inmate Request for Envelopes form.

DEPARTMENT OF STATE HOSPITALS (DSH):
 Inmates housed in DSH Housing Units will request and receive indigent envelopes in accordance with DSH policies.

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

All requests to photo copy legal documents shall be sent to the Law Library. Library staff shall duat indigent inmates to the library for the purpose of making copies of legal documents based on pending court case dates.

54010.5.3 INDIGENT INMATE WRITING SUPPLIES

To streamline operations, upon request by eligible inmates, Mailroom staff shall ensure that indigent inmates receive twenty-two (22) indigent envelopes each month, ten (10) sheets of paper per week and one (1) pencil, or pen filler as needed. Inmates are not allowed to trade, transfer, or swap indigent inmate supplies with another inmate.

54010.6 RECIPIENT'S ADDRESS

ALL INCOMING CONFIDENTIAL MAIL (AKA LEGAL MAIL), CASHIER CHECKS, CHECKS AND MONEY ORDERS FOR INMATES SHALL BE ADDRESSED TO:

Commitment Name, CDC Number, Housing Number
 California Medical Facility or CMF
 P.O. Box 2500
 Vacaville, CA 95696-2500

ALL OTHER INCOMING MAIL FOR INMATES SHALL BE ADDRESSED TO:

Commitment Name, CDC Number, Housing Number
 California Medical Facility or CMF
 P.O. Box 2000
 Vacaville, CA 95696-2000

It is the responsibility of all inmates to inform their correspondents of any address changes to ensure accurate and timely delivery of their incoming mail.

54010.8 INSPECTION AND READING OF INCOMING AND OUTGOING MAIL**INCOMING MAIL**

On business days, designated Mailroom staff will accompany a driver to the U.S. Post Office in Vacaville, retrieve all mail and packages addressed to CMF and return to the Truck Sally Port. The Truck Sally Port Officer will conduct an inspection of the mail truck/vehicle to ensure no contraband is entering the institution. Upon the Truck Sally Port Officer's completion of the inspection, the Truck Sally Port Officer will secure a "Best" padlock onto the cargo portion of the truck and allow the Mail Truck to enter the secure perimeter. Contact shall be made between the Truck Sally Port Officer and the Back Dock Officer so that there are minimal inmate workers near the back dock area when the mail truck arrives. Also, the Back Dock Officer shall make contact with the Work Change Officer to ensure preparations are made so inmates are not near the incoming CMF mail. Once inside of the secure perimeter, the mail truck will report directly to the back dock. The Back Dock Officer, while utilizing the other "Best" key will unsecure the mail truck cargo box and take sole control of the mail cart containing CMF's mail and then re-securing the cargo area. The mail cart will be immediately brought to the Work Change Officer. If more than one mail cart is in the mail truck cargo area, the Back Dock Officer will take the first mail cart out from the cargo area and then re-secure the cargo area while keeping supervision of the off loaded mail cart and bringing the mail carts to the Work Change Officer. After the removal of the last mail cart, the mail truck can be re-secured utilizing the "Best" padlock and can exit the secure perimeter. After outgoing inspection of the mail

truck, the "Best" padlock should be removed and retained by the Truck Sally Port Officer for the next business day mail delivery.

Once the mail cart is off of the truck, the Back Dock Officer will push the mail cart to the Work Change Officer for scanning and return to the mail truck cargo area to retrieve any remaining mail carts from the secured mail truck cargo. The purpose of this procedure is to ensure that only the Back Dock Officer has constant supervision/control over the mail carts. The Work Change Officer shall ensure that no inmates have access or are in the immediate area while the mail/packages are being scanned. Once the Work Change Officer is completely done scanning the mail carts, the Work Change Officer will contact the on duty mailroom supervisor to pick up the mail from Work Change for processing. Caution should be taken to ensure mailroom staff are not subjected to any unclothed inmates during pick up.

Mailroom staff will monitor the volume of mail received, notifying the Mailroom supervisor of any noticeable increases in volume (e.g. holiday seasons).

All incoming mail will be sorted by Mailroom staff. To minimize delays in delivery to the inmate addressees, mail presenting no discrepancies will be processed first, and mail presenting discrepancies will be processed last.

OUTGOING MAIL

To ensure accountability of outgoing mail and its contents, designated First Watch staff shall be responsible for collecting all outgoing mail from the mail boxes and searching the mail. All outgoing mail must have complete addresses (sender/receiver). No preprinted address labels will be allowed.

Designated First Watch staff shall organize and securely bundle the mail into the following categories:

- Confidential mail (aka Legal Mail), including indigent Confidential mail.
- Indigent envelopes, with addresses facing the same direction, envelope flaps unsealed and out. All self-adhesive indigent envelopes will be bundled separately.
- Stamped letters, by envelope size.
- Institutional mail (U-Save-Em envelopes, Form 22's, etc.).

Upon completion of the bundling and grouping, designated First Watch staff shall retrieve mail/mailbags from each Housing Unit, and shall place the mail/mailbags in the cart located within the Control Sallyport. Mailroom staff shall retrieve the cart on the following business day. Mail will not be retrieved from the cart on weekends and State Holidays.

54010.9 INSPECTION OF INCOMING AND OUTGOING PACKAGES

Designated Mailroom staff shall ensure all incoming packages and/or other mail items requiring processing and issuance by Receiving and Release (R&R) staff are logged prior to forwarding to R&R. The log shall include the following information:

- Date processed in the mailroom.
- Name and address of sender.
- Name and CDCR number of inmate.

Mailroom staff shall contact R&R staff, who shall retrieve all designated packages/mail for R&R processing and issuance. Designated R&R staff shall legibly sign the log indicating receipt of the items.

54010.11 CERTIFIED MAIL

Incoming certified, insured, or registered mail will be logged in the Mailroom Confidential/Legal Mail Log. The receipt will be processed by Mailroom staff and mailed back to the sender. The mail will be searched by Mailroom staff and/or the issuing Housing Unit Officer, and issued to the inmate addressee via the confidential/legal mail process.

54010.12.2 PROCESSING OUTGOING CONFIDENTIAL MAIL

Law Library staff shall prepare and make available to inmates, a list of current court addresses, updated annually, or as addresses change. Library staff shall also forward a copy of the list to the Mailroom staff as changes occur.

Each piece of outgoing confidential mail will be logged in the confidential/legal mail log by designated mailroom staff, who shall record the following information:

- Date sent out from mailroom
- Name and CDC number of inmate
- Name and address of who letter is sent to
- Each letter is individually entered in the log
- If the letter is to be certified, the certified number is logged

54010.12.3 PROCESSING INCOMING CONFIDENTIAL MAIL

All incoming and outgoing legal mail will be logged in the legal computer by designated mailroom staff by entering the following information:

- Date processed in the mailroom from U.S. Post Office

- Name of legal correspondence (sender)
- Number of letters received
- Name and CDC number of inmate
- Type of delivery (Express, First Class, etc.)

Upon the issuance of Confidential/Legal Mail, the Confidential Mail log sheet will include the name and address of the sender, date of receipt, and the inmate's signature. Once Confidential Mail is delivered and log sheet is completed, the log sheet shall be placed back in the mail cart located in the Control Room Sallyport.

The Mailroom is responsible for maintaining the log to ensure compliance. All log sheets will become part of the confidential log file and kept in the Mailroom for six (6) months. Thereafter, the confidential log file will be archived.

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

In addition to items listed in DOM §54010.14 and §54010.15, the following items shall not be permitted to be in the possession of inmates, and shall be disallowed if found in incoming mail:

- Padded or bubbled envelopes/packages
- Stickers, glitter, glued, or taped-on items
- Musical or voice recorded cards
- Trading or collector cards or posters
- Hard plastic, identification, credit, laminated or metal cards
- Lottery, sweepstakes, or games of chance tickets
- Jewelry or homemade items
- Picture frames or folders with pictures
- Photos depicting gangs (or gang related gestures), weapons, drugs, or unlawful activities
- Hobby craft material (including cardstock)
- Tattoo patterns or onionskin tattoo paper
- Photocopied material, which infringes upon and/or circumvents copyright laws
- Pages from newspapers, magazines, or books that would be considered contraband due to their content or depiction or infringe on copyright laws
- Lipstick imprints
- Any type of pens or pencils
- Photographs larger than 8"x10", calendars larger than 12"x12".
- Negatives or photo slides
- Hair of any kind
- Bodily fluids, excrement, skin of any type
- Bulk amounts (more than 10) of blank greeting or post cards
- Maps of any part of the State of California

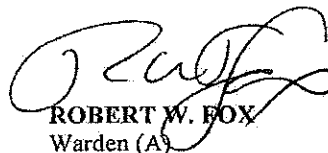
- Coded messages of any type, or any other item that may be deemed a threat to the safety/security of the institution

54010.18 FUNDS ENCLOSED IN CORRESPONDENCE

All checks and money orders shall be forwarded by Mailroom staff to the Trust Office on a daily basis.

54010.21.2 PROCESSING / INSPECTION OF INCOMING BOOKS

All hardback books shall be processed and issued by R&R staff. The inmate addressee shall receive a ducat to report to R&R, at which time R&R staff shall follow the process outlined in California Code of Regulations (CCR) Title 15, §3134.1.



ROBERT W. FOX
Warden (A)