



California  
Department of Corrections and  
Rehabilitation  
California State Prison  
Los Angeles County  
Department Operations Manual  
Supplement

Chapter: 2  
Custody & Security Operations

Article: 41  
Mail

Section: 54010  
Revised March 2015

**54010.1  
POLICY**

The California Department of Corrections and Rehabilitation (CDCR) encourages correspondence between inmates and persons outside correctional institutions/facilities. The sending and receiving of mail by inmates shall be uninhibited except as provided for in this Article. Mail shall be delivered to inmates, regardless of housing, unless it is: contraband per the California Code of Regulations (CCR) Title 15, Article 1, Section 3006; Disturbing or Offensive Correspondence, per CCR, Article 4, Section 3135, or excessive property per the Department Operations Manual (DOM), Chapter 5, Article 43, and Inmate Property.

**54010.2  
PURPOSE**

The purpose of this procedure is to provide guidelines for orderly processing of inmate mail, to give direction to staff, inmates, and their correspondents concerning institution/facility mail requirements.

**54010.2.1  
RESPONSIBILITY**

The Warden is responsible for the overall contents of this addendum.


**54010.4  
FIRST CLASS MAIL**

All First Class Mail shall be delivered to the inmates as soon as possible, excluding weekends and holidays, or emergency situations incoming and outgoing letters are held for no more than 48 hours.

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

For the purpose of this section, the definition of an indigent inmate is an inmate who has had \$1.00 or less in their Inmate Trust Account for 30 consecutive days.

Each inmate requesting to be provided with envelopes may do so by signing the indigent envelope sign-up sheet. The list is accessible in all housing units. In the Administrative Segregation Unit (ASU), housing unit officers will place inmates name on the indigent envelope sign-up sheet at the inmate's request. The housing unit officers will be responsible for submitting the list to the Accounting Office on the 10<sup>th</sup> of every month. If approved, the Inmate Trust Accounting Office will forward the indigent envelope sign-up list to the Mailroom Supervisor. Mailroom staff will produce and process indigent envelopes to the housing units on the 20<sup>th</sup> of each month. The housing unit officers are responsible for issuing the indigent envelopes to the inmates. The housing unit officer will

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also ensure the inmate provides his signature on the indigent envelope sign-up sheet upon receipt. If the inmate has moved to a different housing, the housing unit officer will indicate "INMATE MOVED" on the sign-up sheet. Upon completion, the housing unit officer will return the indigent envelope list and any undelivered indigent envelopes to the mailroom by the 25<sup>th</sup> of each month. Each Facility Captain is responsible for ensuring that housing unit staff is processing the indigent envelopes.

Housing unit officers will issue the following indigent supplies to those inmates on the approved indigent list:

- Five (5) envelopes per each, each stamped "CDCR Indigent Inmate Mail"
- One (1) pen filler
- Paper


Envelope requests must contain the following information:

- Inmate Name
- CDC Number
- Housing/Bed number (Facility, Building, Cell, Bed)
- Inmate Signature
- Date

As the inmate uses the provided indigent envelopes, the First Watch Control Booth officer will confirm the inmate is, in fact, indigent by utilizing the indigent inmate file located in the "LAC Staff Shared Server". Once confirmed, the officer shall place the envelope(s) into the regular mail bag for processing.

After receiving mail in an envelope stamped "CDCR Indigent Inmate Mail" from the facilities, mailroom staff will place sufficient postage on the envelope to mail a one (1) ounce first class letter. Mailroom staff shall also perform random checks of outgoing indigent envelopes to confirm the inmate using the envelopes is on the indigent inmate list provided by the accounting office.

The mailroom will provide an adequate supply of pre-stamped indigent envelopes with no postage to each facility. Each facility is

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responsible for requesting additional envelopes from the mailroom if the amount issued is insufficient to meet demand.

Facility staff will order sufficient paper and pen fillers from the support warehouse on their monthly supply order to ensure an adequate supply.

Any inmate attempting to use a state issued envelope intended for another inmate who is indigent shall receive progressive discipline pursuant to the CCR Title 15 Section 3132.

#### 54010.6 RECIPIENT'S ADDRESS

To ensure proper mail delivery and prevent delays in receiving mail, all incoming and outgoing mail should be properly addressed with the inmate's name, CDCR number, housing unit, cell and address of the facility. All mail should be sealed and stamped with the words "State Prison" before it is placed in the mailbag. **Staff should utilize a wet sponge or clear tape to seal the envelope. Do not lick the envelope.**

The mailroom does NOT translate mail. If an officer has a question regarding the mail, they should contact their supervisor.

An example of the method of addressing correspondence is:

California State Prison-Los Angeles County  
Inmate Name, CDC #  
Facility A, Housing Unit A1, Cell 101  
P.O. Box 4430  
Lancaster, CA 93530-4430

Note different facility addresses/ P.O Boxes:

- Facility A, PO Box 4430
- Facility B, PO Box 4490
- Facility C, PO Box 4610
- Facility D, PO Box 4670
- Minimum (MSF), PO Box 4730
- Legal Mail, PO Box 8457

Return addresses are required on both incoming and all outgoing



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mail. Outgoing mail without the full return address will be returned to its sender.

The sender listed as the return addressee must be the author/person of origin for the contents of the mailing and is responsible for the contents of the mailing. Use of a fictitious name or address by the sender shall be cause to disapprove the mailing and may be referred to Federal Authorities for possible prosecution under United States Code Services, Title 18, and Section 1342.

**54010.7**  
**IDENTIFYING MAIL**  
**ORIGINATING FROM A**  
**CALIFORNIA STATE PRISON**

A stamp indicating the mailing is from a State Prison and its point of origin will be affixed to all outgoing correspondence by housing unit staff prior to being forwarded to the mailroom. (Except for indigent envelopes, which are pre-printed with required information). The stamp shall be affixed to the outside of the envelope and to all of the contents of the mailing. When stamping the written correspondence, the stamp shall be placed in a manner not to interfere with the readability of the correspondence or mail contents.

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

All non-confidential inmate mail, incoming and outgoing, is subject to being read in its entirety by designated staff.

Inspection of all incoming mail will be the responsibility of the California State Prison-Los Angeles County (LAC) mailroom staff. Incoming inmate mail without an inmate CDCR identification number will be returned to its sender. All incoming mail shall be inspected for contraband prior to issuance.

The collection of inmate outgoing mail is the responsibility of the Third Watch Floor Officers within their unit. Inspection and processing of outgoing mail from inmates is the responsibility of the First Watch Control Booth Officer within their unit. Outgoing mail shall be inspected to ensure it is free of contraband, no unauthorized items are being sent out of the facility and do not pose a threat to the security of the facility/institution. The control booth officer shall bundle and rubber band all items of mail into separate stacks according to letter size, stamped mail, metered, Investigative Services Unit (ISU) flagged mail, institutional intra-office mail, mail going to foreign countries, and legal mail. Envelopes shall be



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sealed and bundled prior to being forwarded to the mailroom. The mail shall be placed in the institutional mailbags and forwarded to the mailroom.

If gang insignias/information are contained within the letter or on the envelope, it should be reviewed by a supervisor, who may forward it to ISU (do NOT write "Investigations/ISU" on the envelope). The United States Postal Service does not allow obscene language or nudity on any envelope. If an envelope is received with this on it, the envelope and its contents should be returned to the inmate. If any mail does not meet the regulations and policies, the housing unit officer shall return it to the inmate.

The LAC mailroom only provides first class mail rates for all outgoing mail. No other types of mail services are available to inmates.

54010.8.1

ITEMS ENCLOSED IN  
INCOMING FIRST CLASS  
MAIL

First class mail may contain the following items:

- 40 postage stamps or 40 stamped envelopes
- Blank greeting cards (no larger than 8"x10")
- 10 photographs (no larger than 6"x9")
- Calendars (no larger than 12"x 24")
- Writing paper/tablets (white or yellow lined only)
- Typing paper (no cotton paper)
- Legal paper (no cardboard pads)

The following items will be considered contraband and will not be allowed to enter the institution through the LAC mailroom:

- Peel and seal, padded, cardboard, or bubble wrap envelopes. These are not searchable and will be returned to its sender.
- Cardstock, sketch pads, construction paper, or colored paper
- Musical greeting cards, videos, CDs, or cassette tapes
- Homemade greeting cards (incoming)
- Cash, pens, pencils, or markers
- Identification cards, credit cards, bank cards, or phone cards



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- Polaroid photographs, negatives, slides, or photo albums
- Photos depicting gangs, drugs and/or drug paraphernalia
- Photos, drawings, magazines, and/or pictorials displaying frontal nudity of either gender. Nothing which depicts, displays, or describes sexual penetration or sexual acts.
- Gang affiliated material, hand gestures, or signs
- Items of clothing, food, hard plastic, metal, wood items, magnets, rubber, stickers, glue and/or glitter
- Tattoo patterns or tracing patterns
- Jewelry
- Mail containing any unknown substance, powder, liquid, and/or solid
- Unauthorized correspondence between inmates/parolees
- Lipstick, perfume, cologne, or scents on the contents or envelope
- Items which may be deemed a threat to the safety and security of the institution, or any correspondence deemed circumvention of the mail policies and procedures.

**54010.9  
INSPECTION OF INCOMING  
AND OUTGOING MAIL /  
PUBLICATIONS AND  
PACKAGES**


LAC has established post office boxes for individual facilities, which house inmates, including Minimum Support Facility (MSF). The renting of multiple post office boxes is offset by the reduction in staff time currently utilized for sorting mail. The post office will now sort mail by post office box. It is no longer necessary to have one staff member handle all publications, all mail containing cash or money orders, or all mail containing contraband, etc.

Warehouse employees will pick up the mail from the post office. The postal service will also delivery any additional mail and pick up the mail at the LAC mailroom.

**Mailroom employees will process and permit incoming non-subscription bulk mail that is addressed to individual inmates.**

Mailroom employees will visually inspect the mail prior to accepting delivery and reject torn or damaged packages. Mailroom employees shall use automatic letter openers and eliminate the practice of verifying inmate addresses upon initial receipt of mail. Mailroom employees shall only verify addresses on inmate mail when it is



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returned for an incorrect address. Mailroom employees shall first sort properly addressed mail and then search and process the "good mail". Mail with any discrepancies will be searched and processed last. Mail without a CDCR number will be returned to its sender and no notification will be sent to the inmate. Mail with only a CDCR number will be looked up for the inmate's current housing address and mail which does not reflect accurate housing and institutional information shall be updated and forwarded to the correct location. **Mailroom employees will place a designated label when legal/confidential mail is mistakenly opened.**

When mail contains chemical or biological material, or if mail is received that contains some form of powder, the following procedures are to be followed:

- Do not shake or empty the envelope
- Isolate the specific area of the workplace so that no one disturbs the item
- Evacuation of the entire workplace is not necessary at this point
- Notify a supervisor, who will notify the Watch Commander
- Wash hands with warm water and soap for one (1) minute
- Do not allow anyone to leave the office that might have touched the envelope
- When emergency responders arrive, they will provide further instructions on what to do

Handling of mail containing contraband should not delay other mail processing. Mail with contraband shall be set aside and dealt with daily, at the end of each applicable employee's shift. The daily amount of mail with contraband will determine the time that each employee will require at the end of his or her shift to process it. Staff shall not permit an inmate to receive mail that has any of the characteristics of contraband. Disapproved incoming mail shall be disposed of in accordance with CCR Section 3191(c), or returned to the sender at the inmate's expense.

**Publications and other materials received in padded envelopes:**



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Publications and other materials received in padded envelopes will be thoroughly searched, the address label will be removed (if possible), or a photocopy of the front of the padded envelope showing the address label will be taped in front of a non-padded envelope, or placed with the contents into a non-padded envelope and delivered.

**Warden's Mail:**

Incoming mail addressed to the Warden shall be processed and forwarded to the Warden's office as soon as possible. Incoming mail received from the Post Office, as well as institutional mail received prior to 1100 hours shall be delivered the same day. All mail received after 1100 hours shall be delivered the following day.

**54010.12.3  
MAILING OF LEGAL  
DOCUMENTS**

Mail meeting the criteria outlined in CCR Title 15, Section 3141, Confidential Correspondence, shall be posted on the inmate's CDC Form 119, Mail Record Card, or logged by a computer that generates a mail record receipt. Mailing of legal documents is the inmate's responsibility. Mail, designated by the inmate, as legal mail shall be delivered to the institutional mailroom. To verify that legal mail has been processed, inmates can submit a Form 22 with a pre-signed CDC 193 Trust Account Withdrawal Form to the mailroom requesting copies of the legal log book. A charge of 10 cents per page will be charged. If requested, indigent inmates will be provided a free copy once a month. Mailroom employees will verify the requested information and send copies to the inmate. The mailroom will log and keep copies of Form 22s for future reference. This will reduce the time spent creating duplicate logs and provide the inmate a quick reference in regards to their legal mail. The institutional library shall ensure that an updated list of court addresses is available to inmates in the institutional library. A copy of the list shall be provided to the mailroom. The court address list shall be updated annually or as court addresses change.

Legal mail submitted with a trust withdrawal form to pay for filing fees or other costs may be left unsealed so that the voucher (check) may be enclosed after the trust withdrawal form has been processed. Inmates who do not wish to forward this type of mail





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unsealed should attach a stamped, addressed envelope with the legal mail so the check may be enclosed and forwarded in the extra envelope.

Notarization of legal documents is not normally required by the courts and shall not be provided as a free service to any inmate. Inmates shall pay the established fee for such services.

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

Mailroom employees will use the CDC Form 1819, Notification of Disapproval - Mail/Packages/Publications, for any mail, including books, magazines and publications as defined in CCR Section 3136 (a). All CDC Form 1819s will be sent to the Correctional Captain for review and approval. Mailroom supervisors will periodically review the type of mail being discarded to prevent mail from being inappropriately thrown away. Mailroom employees will receive document training on what type of mail is appropriate to discard. The mailroom will discard fourth class and undeliverable mail instead of returning it to the post office. Appropriate controls for disposal will be utilized.

When a book, magazine, or publication is denied to an inmate(s) based on a violation of departmental regulation or policy, and it has not been included on a centralized list of banned publications pursuant to CCR Title 15, Section 3134.1(d), only one (1) notification letter per institution is to be sent to the publisher, notifying them of disapproval. At a minimum, the letter must include the reason why the book/magazine/publication was denied, the names and CDCR number of each inmate receiving the item, the applicable CCR section the publication violates, and a notice to the publisher of their right to appeal per CCR Title 15, section 3137(c). The letter must be sent within fifteen (15) calendar days of the determination to disallow the book/magazine/publication, with a copy of the notification letter and supporting document(s) to be retained by the facility for a minimum of seven (7) years. The institution shall also notify the Division of Adult Institutions to request inclusion of the disallowed publication on the centralized list of banned publications.

When incoming or outgoing publications addressed to or being sent by an inmate are withheld or disallowed, the inmate shall be



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informed via CDC Form 1819, Notification of Disapproval – Mail/Packages/Publications with a separate notice to the publisher in the form of a letter.

54010.21  
PUBLICATIONS

All newspapers, periodicals, magazines, and books must come directly from publisher.

All books received in the mailroom will be processed to the inmate through Receiving and Release (R&R).

54010.22  
CORRESPONDENCE  
BETWEEN INMATES /  
PAROLEES / PROBATIONERS

All inmates shall obtain written authorization prior to corresponding with inmates, parolees, and probationers. Inmates shall have their assigned Correctional Counselor I (CCI) utilize and complete a CDC 1074 Correspondence Approval Request. Upon approval, the CCI shall process and ensure that copies are distributed to the Central File to be scanned into the Electronic Records Manager System (ERMS).

The CCI shall not be required to generate a CDC 1074 for inmates whose requests are denied in accordance with this procedure.

Requests for correspondence approval from another county, state, or federal institution shall be reviewed and updated to meet the approval from LAC. Inmate to inmate correspondence between inmates housed at LAC is not allowed.

Unapproved correspondence will be returned to sender.

54010.26  
FORWARDING MAIL

Inmate mail received at LAC will be routed to the housing unit to which it is addressed. Mail received in a unit where the inmate is no longer housed will be forwarded to the facility program office, where staff will determine the inmate's new location via the Strategic Offender Management System (SOMS). The new location is to be noted on each piece of mail and then DELIVERED the same day, if the inmate is still housed at LAC. The only mail that is to be returned to the mailroom is for inmates who are no longer housed at LAC. This includes inmates who have transferred to another state institution, into Federal Custody (FEDC), or those who have paroled



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or discharged. The mailroom will then forward the inmate's mail to their respective addresses. The mailroom will also accept re-routed mail for inmates who are out-to-court or hospitalized off grounds.


Newspapers/periodicals will not be held or forwarded, nor will they be held for an inmate who is temporarily away from the facility for longer than 72 hours. These items will either be donated to the institutional library/education or destroyed per Departmental procedures. CCR 3191(c).

ATTACHMENTS

Attachment A – Indigent Envelope Request Sign-Up Sheet

J. SOTO  
Warden  
California State Prison-Los Angeles County

3/3/15  
Date

	<b>California</b> <b>Department of Corrections and</b> <b>Rehabilitation</b>	<b>TITLE: Mailroom Processing Inmate</b> <b>Checks/Money Orders</b>
	<b>California State Prison</b> <b>Los Angeles County</b> <b>Operational Procedure</b> <b>642</b>	<b>Section</b> <b>DEVELOPED: OCTOBER 2013</b>
		<b>REVISED: OCTOBER 2014</b>

642.1

**PURPOSE/OBJECTIVE**

Establish procedure for the processing and safekeeping of all cash, checks and money orders received via mail.

642.2

**REFERENCES**

California Code of Regulations (CCR), Title 15, chapter 1, Subchapter 2, Article 4, Section 3140.

642.3

**APPROVAL AND REVIEW**

This procedure requires the approval of the Warden.

The Associate Warden, Central Operations, will be responsible to oversee and monitor the implementation of this procedure.

642.4

**RESPONSIBILITIES**

The Correctional Captain, Central Operations, shall review this procedure annually, in September.


The Mailroom Supervisor shall be responsible for the implementation of this procedure.

642.5

**FUNDS ENCLOSED IN  
CORRESPONDENCE**

Any cash received in incoming mail shall be returned to sender. Mailroom staff shall complete a "Notification of disapproval/cash in correspondence" memo form and send it to the inmate, informing them that cash was received and shall be returned to the sender. The envelope containing the cash and two (2) copies of the notification form shall be forwarded to the accounting office. The two (2) copies of the memo shall be folded around the envelope and held in place with a rubber band/paperclip. The Trust Office shall process the cash accordantly to current departmental policy.

Upon receiving a check or money order, mailroom staff shall ensure the items include all required information, including the inmate's name and CDC number. Mailroom staff shall stamp the envelope to verify receipt, and include the date and amount for delivery to the inmate. The envelope becomes the inmate's receipt. Mailroom staff shall use a "Report of Collections" form

 <p align="center"><b>California Department of Corrections and Rehabilitation</b></p>	<p><b>TITLE: Mailroom Processing Inmate Checks/Money Orders</b></p>
<p align="center"><b>California State Prison Los Angeles County Operational Procedure 642</b></p>	<p><b>Section:</b> <b>DEVELOPED: OCTOBER 2013</b> <b>REVISED: SEPTEMBER 2014</b></p>

to log (manual or automated) all checks/money orders received. The Report of Collection form shall include the date, inmate's name, CDC number, and the dollar amount received via check or money order.

Staff shall utilize a lockbox on their desk to secure all monies. At 12:00 p.m. mailroom staff shall total out their checks/money orders, assign a batch number to log in the Report of Collection journal, make a copy of the form for mailroom records. Staff shall place all monies in a sealed envelope inside the journal to secure monies. The Report of Collections journal shall be delivered to the Trust Office daily. The Trust Office signs the Report of Collections journal upon delivery of batches.

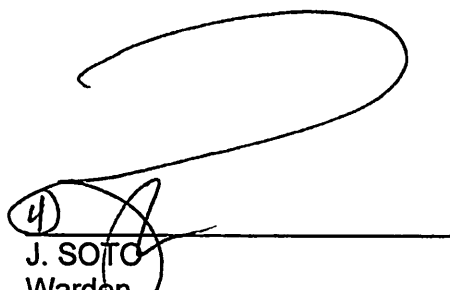
#### 642.6

#### SAFEKEEPING OF FUNDS

At the end of the day any checks/money orders processed after 12:00 p.m. shall be released to the Mailroom Supervisor pending delivery to the Trust Office. All checks/money orders must be completed in a dual custody. The funds will be secured in a lock box located in the mailroom safe. The funds will be accounted for, prior to placing them in the safe, both the Mailroom Supervisor and the Mailroom employee will verify both the number of checks/money orders and their amounts.

The next business day the checks/money orders that were secured in the lockbox located in the mailroom safe will be forwarded to the Trust Office. The checks will be accounted for and verified by the Mailroom Supervisor and a Mailroom employee prior to the forwarding to the Trust Office.

In the absence of the supervisor a lead mailroom employee will act as the mailroom supervisor.

  
 J. SOTO  
 Warden  
 California State Prison-Los Angeles County

10/2/14  
 \_\_\_\_\_  
 Date