



**California
Department of
Corrections and
Rehabilitation**

**Operational Manual
Supplement
(DOM)**

**Chapter: 5 – Custody/Security
Operations**

Article: 41 – Inmate Mail

Section: 54010.1 – 54010.30

**54010.1
Policy**

The Mailroom supervisor shall have direct supervision of the Mailroom and all employees assigned to the Mailroom. The Mailroom supervisor shall review updates as necessary, and submit this procedure to the Warden annually for approval.

It is the responsibility of every employee that handles inmate mail to be familiar with all aspects of this procedure.

The sending and receiving of mail by inmates shall be uninhibited except as provided for in this article.

**54010.3
Compliance**

All newly arriving inmates to California State Prison–Sacramento (CSP-SAC) are processed through Receiving and Release (R&R) where they are promptly notified of all Department regulations and procedures governing inmate mail. Each inmate is provided an Inmate Orientation Handbook, which is available in 3 different versions: English standard print, English large print, and Spanish. In addition to the Orientation Handbook, the new inmate is provided the opportunity to view an orientation video presentation on a Digital Video Disk (DVD). The video presentation is narrated in English and interpreted in American Sign Language (ASL), and is viewed on monitors provided in R&R during processing.

**54010.4
Definitions of
Classes of Mail**

The CSP-SAC Mailroom shall have direct access to the Strategic Management System (SOMS) to verify inmates' addresses more quickly, thereby facilitating the delivery of First Class Mail within seven (7) calendar days from receipt from the United States Postal Service.

**54010.5
Paper, Envelopes, and
Stamps for Indigent
Inmates**

Inmates who wish to apply for indigent mail status must submit a written request using the Request for Indigent Mail Status form (Attachment A). If the request is received by the Trust Office on or before the Friday of the week prior to the inmate's canteen draw date, the request will be processed that month.

The Trust Office staff will review the inmate's trust account and compile a list of indigent inmates for the current month. The Mailroom staff will supply the postage required for 20 1-ounce First-Class letters per month. The facility officer will distribute these envelopes to the inmate. The inmate must sign the Indigent Envelopes Form (Attachment B) acknowledging receipt of 20 envelopes. The log will be returned to the Mailroom.

Indigent inmates sending foreign mail, requiring postage in excess of the minimum required for First Class domestic mail shall be limited to eight of the 20 letters.

**54010.6
Recipient's Address**

All incoming and outgoing mail shall be properly addressed. All appropriately addressed mail shall either be delivered to the inmate, or forwarded as long as the inmate remains under the jurisdiction of the Department, or an address is known or can be determined.

All inmate mail that is not delivered due to incorrect housing/cell numbers, shall not be returned to the Mailroom. Third Watch staff are to mark the correct housing/cell number on the envelope, attach a Mail Re-routing Slip (Attachment C) and promptly forward the mail to the appropriate facility/housing unit for delivery to the inmate.

Mail with an incorrect CDCR number, or for inmates no longer residing at CSP-SAC, shall be returned to the Mailroom. Staff shall mark on the envelope the reason for the return and ensure the envelope is secured adequately to prevent its contents from falling out.

**54010.8
Inspection and Reading of
Incoming and Outgoing
Mail**

First Watch officers will search and read all outgoing non-confidential inmate correspondence. Officers will not knowingly permit an inmate to send correspondence, which in their judgment falls under one of the categories outlined in CCR, Title 15, Section 3006, Contraband; Section 3135, Disturbing or Offensive Correspondence; or Section 3136, Disapproval of Inmate Mail.

At 0600 hours, facility officers will deliver outgoing mail from A and B Facilities, and Stand Alone to the A/B Vehicle Sally Port, and C Facility to the C Facility Sally Port, where it will be picked up by Mailroom staff. The Minimum Support Facility (MSF) officers will deliver their outgoing mail to the Mailroom.

At 1130 hours, all outgoing processed mail will be picked up by the United States Postal Service.

At 1230 hours, Mailroom staff will deliver all processed incoming mail to the A/B and C Vehicle Sally Ports.

At 1400 hours, Third Watch facility officers will pick up their mail from the Vehicle Sally Ports and the Third Watch MSF officers will pick up mail at the Mailroom at the beginning of the shift. All mail will be delivered to the inmates after they are properly identified.

**54010.9
Inspection of Incoming and
Outgoing Packages**

Incoming packages mailed to inmates are directed and picked-up by R&R and are not processed through the Mailroom. The Mailroom will forward to R&R packages such as special commissary, quarterly packages, and educational/religious correspondence courses. Religious and educational correspondence packages will be forwarded to R&R only with the following approval forms:

- Approval Form for Educational Correspondence Course (Attachment D)
- Religious Correspondence Courses Approval Request Form (Attachment E)

All others will be returned to the sender.

**54010.11
Certified Mail**

Inmates that receive certified mail shall receive this mail only after providing a signature on the Certified Mail Log (Attachment F.) The Certified Mail log will be returned to the mailroom via the institutional mail system. These forms will be retained by the Mailroom for a period of three years.

**54010.12.2
Processing Outgoing
Confidential Mail**

The Mailroom will record on the inmate's Mail Card (CDCR 119) (Attachment G) all outgoing legal and confidential mail as outlined in CCR, Title 15, Section 3141(c) (1) through (8). Recording of regular mail will not be completed. A request for copies of the Mail Card will be provided no more than 45 days from the last request made by the inmate.

**54010.12.3
Processing Incoming
Confidential Mail**

The Third Watch officer shall open the confidential mail in the presence of the inmate, remove the contents from the enclosure to ensure the absence of contraband, and give it to the inmate. Inspecting correctional officials will not read any contents of the confidential mail.

All Incoming Confidential Mail shall be processed by mail room staff prior to issuance to the inmate. The processing of the Confidential Mail shall include verification of the mail as meeting the criteria as confidential, in accordance with DOM and Title 15. The Incoming Confidential Mail shall also be logged on the inmate's Mail Card (CDC Form 119) Special Purpose Letters (Attachment G).

Incoming confidential mail that is opened in error by Mailroom staff will not be read, and the contents will remain intact. The envelope will be stamped "opened in error," and the staff member shall sign their name and give the item to the Mailroom supervisor for logging. Processing of confidential mail opened in error will not be delayed.

**54010.16
Notification to Inmates
and Publishers
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. A Notification of Disapproval-Mail/Packages/Publications (CDCR Form 1819) (Attachment H) will be sent to the inmate and a letter outlining the reason(s) for disapproval shall be addressed and sent to the Publisher. A copy of both shall be retained in the Mailroom for seven years.

**54010.18
Funds Enclosed in
Correspondence**

All funds received for inmates will be logged on the Report of Collections Form (Attachment I) and the envelope containing the funds will be recorded and stamped with the date, amount of funds, and the initials of the Mailroom staff member that recorded the funds. In addition, the funds are subject to restitution per Penal Code 2085.5 and then sent to the inmate. All funds are given to the Trust Office Account Clerk for processing. Any funds received by the inmate that were not processed by Mailroom staff must be relinquished to facility staff. Facility staff will place the funds and the envelope it came in, into the facility's Money Order Log Book. The facility staff will fill in the required information, and then return the funds and the facility's Money Order Log Book to the Mailroom for processing.

54010.18.2
Receipt of U.S.
Government Checks for
Deceased or Discharged
Inmates

In addition to any government checks received, any mail received for deceased inmates will be forwarded to the Associate Warden of Central Services.

54010.22.2
Correspondence Between
Inmates in SHU/ASU/PSU

If the inmate is housed in the Security Housing Unit (SHU), Administrative Segregation Unit (ASU), or Psychiatric Services Unit (PSU), CSP-SAC will utilize the most restrictive criteria an institution is allowed per DOM.

A facility may not restrict mail privileges between an inmate and any of the following three types of correspondents, unless they violate CCR, Title 15, Section 3006 or other aspects of the regulations:

- Immediate family members as defined in CCR Section 3000.
- Co-litigants on active cases, until the case is resolved.
- Incarcerated natural parent of the inmate's child.

54010.22.3
Transfers

If an inmate's transfer is based on case factors that create security concerns, such as placement in SHU/ASU/PSU/Transitional Housing Unit (THU)/Behavior Management Unit (BMU), a reexamination by committee of all approved correspondence shall be conducted. The CCI shall review and recommend to committee whether to continue approval of the correspondence.

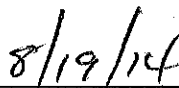
54010.30
Temporary Absence

In the event a CSP-SAC inmate is away from the institution for an extended period of time, the Mailroom will hold the mail for one month and then will return to sender after that period of time has expired.

- ATTACHMENT A – Request for Indigent Mail Status
- ATTACHMENT B – Indigent Envelopes
- ATTACHMENT C – Mail Re-Routing Slips
- ATTACHMENT D – Approval Form for Educational Correspondence Course
- ATTACHMENT E – Religious Correspondence Courses Approval Request Form
- ATTACHMENT F – Certified Mail Log
- ATTACHMENT G – Inmate Mail Card (CDC form 119)
- ATTACHMENT H – Notification of Disapproval (CDC 1819)
- ATTACHMENT I – Report of Collections



JEFF MACOMBER
Warden (A)



Date

REQUEST FOR INDIGENT MAIL STATUS

(Directors Rules, Article 4 Mail Section, 3134 Indigent Inmates)

Inmate Name : _____

Date Requested : _____

CDC# : _____

Date Received : _____

Facility : _____

1. Inmates who wish to apply for INDIGENT MAIL STATUS must submit a written request to the Trust Office.
2. Inmates are allowed to submit one (1) request per calendar month. It is not necessary to send more than one (1) per month.
3. Approved requests for INDIGENT MAIL STATUS are processed once a month after canteen draw date.
4. If the request is received on or before the Friday of the week prior to the inmate's canteen draw date, the request will be processed that month.
5. If the request is received after the Friday of the week prior to the inmate's canteen draw date, the request will be held and processed in the next month.
6. Inmates approved for INDIGENT MAIL STATUS will receive twenty (20) envelopes per month (not five (5) per week).
7. Ad-Seg inmates should direct requests for INDIGENT MAIL STATUS to the Ad-Seg 3rd Watch Sergeant (if applicable).

To be completed by the Trust Accounting Office.

_____ Approved by: _____

Date _____

_____ Disapproved: A) Canteen Funds were withdrawn this month or,
 B) Canteen Funds of \$ _____ were available at the time of the request.
 C) Other

_____ Information: _____

_____ Reason: _____

Fold on Line

ATTENTION: TRUST ACCOUNTING OFFICE

Mail Re-Routing Slips

Facility

A B C

A B-Ad/SEG

Minimum

Unable To Locate
Not At CSP-SAC

**SEND U-SAVE-EM TO (NAME)
(FACILITY, BLOCK)**

**FACILITY RE-ROUTING MAIL PROBLEM ORIGINATED IN
(CIRCLE ONE):**

A FAC

B FAC

C FAC

MSF

REASON MAIL WAS RE-ROUTED (CIRCLE ONE):

INMATE RELOCATED

INMATE TRANSFERRED

INMATE PAROLED

OTHER (DESCRIBE REASON)

DATE (S) OF PROBLEM:

Facility “A”

Facility “Stand Alone”

Facility “B”

Facility “C”

Facility

“A Ad-Seg”

Facility “B Ad-Seg”

MSF

TO: ALL INMATES TAKING CORRESPONDENCE COURSES

IF YOU DECIDE TO PURSUE YOUR EDUCATION THROUGH CORRESPONDENCE COURSES, THE EDUCATION DEPARTMENT AT CALIFORNIA STATE PRISON – SACRAMENTO (SAC) WILL DO WHATEVER IT CAN TO ASSIST YOU. TO HELP AVOID ANY UNNECESSARY DELAYS, PLEASE READ THE IMPORTANT GUIDELINES BELOW:

PAYMENT FOR COURSES IS TO BE ARRANGED BY THE INMATE. SAC DOES NOT TAKE RESPONSIBILITY FOR ANY CORRESPONDENCE COURSE EXPENSES.

YOU MAY TAKE COURSES FROM ONLY THOSE INSTITUTIONS LISTED IN THE “CORRESPONDENCE COURSE INFORMATION” BOOKLET. ALSO, NO CONTACT OR ARRANGEMENT CAN BE MADE BY THE INMATE WITH AN EDUCATIONAL INSTITUTION BEFORE THE APPROVAL FORM ON THE SECOND PAGE OF THIS FORM HAS BEEN COMPLETED AND SIGNED. MATERIALS RECEIVED WITHOUT THE SIGNED APPROVAL FORM ON FILE WILL BE RETURNED AT THE INMATE’S EXPENSE.

YOU ARE NOT ALLOWED TO RECEIVE HARD-COVER BOOKS. MAKE SURE YOU REQUEST THE CHEAPER SOFT-COVERS TEXTS; OTHERWISE THE HARD COVERS WILL BE REMOVED BEFORE YOU ARE ALLOWED TO RECEIVE THEM. THIS COULD BE COSTLY IF YOU ARE RENTING THE BOOKS FROM THE COLLEGE OR UNIVERSITY. HOWEVER, BEFORE REMOVING THE COVERS YOU WILL BE CONTACTED AND GIVEN THE OPTION TO HAVE THE BOOKS RETURNED INTACT AT YOUR EXPENSE.

THE EDUCATIONAL MATERIALS MUST BE MAILED TO YOU DIRECTLY FROM THE EDUCATIONAL INSTITUTION. DO NOT HAVE THE MATERIALS MAILED FIRST TO FRIENDS OR FAMILY, THEN FORWARDED TO YOU HERE AT SAC. THEY WILL BE RETURNED AT YOUR EXPENSE.

YOU ARE NOT ALLOWED TO RECEIVE PROTRACTORS OR COMPASSES, SOMETIMES REQUIRED FOR GEOMETRY CLASSES. RULERS OR NOTEBOOKS WITH METAL SPIRALS ARE NOT ALLOWED, EITHER. YOU ARE NOT ALLOWED TO RECEIVE CD-ROMS SINCE YOU CANNOT HAVE ACCESS TO A COMPUTER.

CUSTODY STAFF WILL REMOVE FROM YOUR PACKAGES THESE AND ANY OTHER ITEMS THE INSTITUTION CONSIDERS CONTRABAND. YOU WILL BE NOTIFIED WHEN THIS OCCURS.

ON THE NEXT PAGE, YOU WILL SEE A COPY OF THE “EDUCATIONAL CORRESPONDENCE COURSE APPROVAL REQUEST” APPLICATION. ON THE LINE FOLLOWING THE WORD “VENDOR,” GIVE THE NAME OF THE EDUCATIONAL INSTITUTION FROM WHICH YOU PLAN TO TAKE THE CLASSES. THE “APPROXIMATE ARRIVAL DATE” IS THE DATE YOU EXPECT YOUR BOOKS AND OTHER MATERIALS TO ARRIVE AT SAC.

BY SIGNING BELOW YOU ARE STATING THAT YOU UNDERSTAND THE ABOVE GUIDELINES AND CONSENT TO THEIR ENFORCEMENT. CONTACT JOSEPH GRADY, ACADEMIC EDUCATION, AND C-FACILITY IF YOU HAVE ANY CONCERNS OR QUESTIONS.

INMATE SIGNATURE

CDC NUMBER

DATE

MEMORANDUM

DATE:

TO: R & R SERGEANT

FROM: CALIFORNIA STATE PRISON-SACRAMENTO - REPRESA, CA 95671

SUBJECT: APPROVAL FORM FOR EDUCATIONAL CORRESPONDENCE COURSE

INMATE'S NAME _____
LAST FIRST

CDC# _____ HOUSING _____

NAME OF COURSE: _____

Vendor: _____

APPROXIMATE ARRIVAL DATE: _____

APPROVED / DISAPPROVED

APPROVED / DISAPPROVED

CAPTAIN, CENTRAL SERVICES
EDUCATION PROGRAMS

SUPERVISOR OF CORRECTIONAL

Revised 2011

CALIFORNIA STATE PRISON SACRAMENTO
THE RELIGIOUS CORRESPONDENCE COURSE APPROVAL REQUEST FORM

Date of Request _____

Name of Inmate _____
Last First

CDC # _____ Housing _____
Facility, block, cell

Name of Course Requested
Description of course (attach additional information, catalog description etc. to
the back of this form)

Name and Address of Correspondence Organization or Vendor

Instructions:

After completing this form you must submit it to the Associate Warden of Business Services (AWBS) for review and approval. If approved the AWBS will forward a copy of the request to the SAC Mailroom. Upon receipt the Mailroom will sign and date the request, retain a copy of the approval and send a copy to the requesting inmate.

If the request is denied by the AWBS, it will be marked "Not Approved" with a brief reason for the denial, and sent back to the requesting inmate only.

APPROVED _____

DISAPPROVED _____ (reason)

Signature

Associate Warden Business Services/Central Services

MAIL CARD (CDC FORM 119)
SPECIAL PURPOSE LETTERS

NAME:

CDC#

DATE

DESTINATION

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

CALIFORNIA STATE PRISON-SACRAMENTO
REPORT OF COLLECTIONS

rpt#

4611

Date:

4/19/2007

ITEM	CDC #	NAME	AMOUNT	CODE	REMARKS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
TOTAL ITEMS			0		
TOTAL AMOUNT			\$0.00		

Signature-Mallroom

Signature-Cashier

NOTE:

Code 1 - Personal Check

Code 2 - Cashier Check

CALIFORNIA STATE PRISON-SACRAMENTO
REPORT OF COLLECTIONS

rpt#

4611

Date:

4/19/2007

TOTAL NUMBER OF ITEMS _____ 0

TOTAL \$ AMOUNT: _____ \$0.00

Signature-Mailroom

Signature-Cashier

NOTE:

Code 1 - Personal Check

Code 2 - Cashier Check