

<b>CALIFORNIA CITY CORRECTIONAL FACILITY CALIFORNIA CITY, CALIFORNIA</b>  <b>SUPPLEMENTAL</b>	<b>Chapter:</b> 50000 Custody/Security Operations
	<b>Subchapter:</b> 54010
	<b>Article:</b> 54010 Inmate Mail

**54010.1  
PURPOSE**

The purpose of this Supplement is to provide guidelines for: orderly processing of inmates and institutional mail; to provide direction to staff, inmates, and any correspondents concerning institution/facility mail requirements; and process all inmate mail and institutional mail as quickly as possible in accordance with California Code of Regulations (CCR), California Department of Corrections and Rehabilitation Operations Manual, California Penal Code, and Federal Postal Regulations.

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

**Indigent Inmates**

An inmate who has \$1.00 or less in their Inmate Trust Account for 30 consecutive days. Indigent inmates are given the following:

- Writing paper will be provided by correctional staff, per availability.
- 22 envelopes a month (modifications in this process may occur based upon availability of supplies)

**54010.5.1  
PROCESSING REQUEST  
FOR INDIGENT INMATE  
ENVELOPES**

**General Population Inmates**

There is a sign up list at each unit, posted near the inmate telephone area or unit office. The sign up list will be collected by the Third Watch Housing Unit (H.U.) Officer who will then forward the complete list to the H.U. Sergeant, by the 15<sup>th</sup> of each month.

**Administrative Segregation Unit (ASU), Inmates**

The Third Watch H.U. Officer will sign for the inmate, on the indigent request signup sheet, at the inmate's request. The Third Watch H.U. Officer will forward the complete list to the Unit Sergeant, by the 15<sup>th</sup> of each month.

**Trust Office**

The Unit Sergeant will deliver the indigent list to the Trust Office, by the 20<sup>th</sup> of each month. *(It is the responsibility of each unit to ensure the indigent inmate sign up list is turned in on time. Any disputes must be resolved through the Unit Captain).*

The Trust Officer shall verify the inmate's indigent status and generate a

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monthly list by the first of the month. The list will then be forwarded to the mailroom for processing.

### **Delivering Indigent Envelopes**

Indigent envelopes will be delivered to the respective HU's, via unit mail, along with the signup sheet request and will be delivered to the inmates by the Third Watch HU Officer.

### **54010.6 RECIPIENT'S ADDRESS**

#### **Addressing Inmate Return/Incoming Mail**

Inmates shall use the appropriate Post Office (P.O.) Box Number for the Facility where they are housed, the correct CDC number, Housing Facility, and bed number. Inmates are responsible for properly placing their return address on the upper left hand corner of envelope (failure to do so will cause the mail to be returned).

All incoming mail shall be properly addressed. Appropriately addressed mail shall include the inmate's name and department identification number. The mail should also include the P.O. Box Number for the Facility where the inmate is housed. The receiving institution is required to update any mail piece that does not reflect accurate housing or institutional location and forward the mail piece to the correct location.

#### Return Address:

Name of Inmate, Inmate's CDC number  
California City Correctional Facility  
Housing Unit number, Bed Number  
P.O. Box 3002-0002  
California City, CA 93504-0002

#### Incoming Address:

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Name of Inmate, Inmate's CDC number  
California City Correctional Facility  
Housing Facility, Bed Number  
P.O. Box Number (according to Unit, see Unit Table below)  
California City, CA 93504-0002

Inmates are responsible to notify their correspondents of a change of address.

**Institution Staff Addressing Inmate Mail:**

Name of inmate, CDCR Number  
Facility, Housing Unit, Section, Bed Number

*It is of vital importance, institutional mail to an inmate is correctly addressed!*

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

**Identifying State Prison Mail**

- Before sealing any out-going inmate mail, Unit Staff will stamp the outside of the envelope with a **RED** ink stamp indicating the name of the State Prison, Facility and Unit, prior to being forwarded to the local U.S. Postal Service.

**Note:** The red stamp must not interfere with the readability of the mailing and should not interfere with the address to avoid any interference with processing. The stamp should be stamped on the envelope in a diagonal fashion, to the left of the recipient's address.

**Stamping First Class Mail**

- Each page of the letter shall be stamped once in the body of the letter diagonally to avoid the letter being repackaged in a different envelope.
- If the letter is written on both sides of the page then the ink stamp should be placed once on each side of the page.

**Stamping All Other Outgoing Mail**

- All outgoing inmate mail shall be stamped in the same manner as First

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Class.

- The reverse of the form utilized may be stamped. If the form utilized by the inmate is double-sided, the stamp should be placed in an area on each form so that it would not inhibit the continued regular processing of such forms.
- All institutional mail shall be stamped to include, but not limited to, Inmate Requests for Interview, Law Library Access Forms, Trust Account Withdrawal Forms, Package Forms, Inmate Appeal Forms, and Sick Call Forms.
- **Note:** These forms have all been utilized by inmates to pass messages in the past.
- “U-Save-Em” envelopes must have the contents stamped in the same manner as First Class mailings.

#### **Stamping Postcards**

- Postcards shall be stamped in the body of the text and not on the picture contained on the postcard.

#### **Stamping Legal Mail**

- Legal mail shall be stamped on the reverse side of the envelope only, preferably across the envelope seal. The contents of the legal mail shall not be stamped.

#### **Stamping Inmate Drawings**

- Inmate drawings shall be stamped on the back of the drawing and discretion shall be used by unit staff in order to avoid damage to the drawing.

#### **Stamping Inmate Greeting Cards**

- Greeting cards shall be stamped within the handwritten message contained within the greeting cards. The stamp should not be placed over any portion of the card which deface the photograph or content of the greeting card.

#### **Stamping Photographs**

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- Every photograph shall be stamped on the back of the photograph as to not interfere with the actual picture. The ink from the stamp on the photographs should be allowed to dry before placement back in the envelope so as to keep the ink from bleeding onto any other item within the envelope.

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

**The Purpose of Mail Inspection is to:**

- a. Control contraband from coming into the institution.
- b. Keep potential security problems under control, i.e. escape plots, narcotic purchases, threats, and illicit contacts.
- c. Identify and help with personal problems of an inmate that might lead to danger for themselves or custody staff.
- d. Identify and keep under control street gang/disruptive groups and prison gangs and other criminal activity.

**In-Coming Mail Inspection**

Inspection of all in-coming mail will be the responsibility of Mailroom Staff. **No mail will be delivered to the proper HU's prior to inspection.**

In accordance with CCR Title 15 Section 3006(c) *Contraband*, inmates shall not be allowed to possess/receive materials that show frontal nudity of either gender. Frontal nudity includes exposed female breast(s), and genitalia of either gender.

**ASU**

Incoming first class and legal mail for ASU will be delivered to inmates and is subject to inspection without any special restriction.

**Outgoing Mail Inspection**

Inspection and processing of outgoing mail, from inmates, is the responsibility of the First Watch HU Officer/Control Officer. All staff handling mail inspection, reading is required, wear gloves and follow Universal Precautions.

- a. Facilities A and B
  - Inmates mail will be retrieved at each cell for processing by the

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first watch officer at 2330 hours.

b. Confidential Mail

- Refer to Section 54010.12.2.1 Out-Going Confidential Mail

The outgoing mail will be inspected and placed in mailbag and dropped off at the mailroom.

All non-confidential mail, GA-22's-*Inmate Request for Interview*, CDCR 602's-*Inmate Appeal*, and CDCR 1824's-*Reasonable Modification or Accommodation Request*, will be inspected, sorted and scanned for any key phrases that may indicate an inmate may be in danger. See 54010.14, *Danger/Trouble Key Words or Slang*.

**Mail Delivery-Third Watch**

**Note:** All incoming inmate mail must be delivered by **Third Watch Custody Staff**. (No mail will be left for First or Second Watch Custody Staff to handle)

At the beginning of **Third Watch** Incoming mail is picked up for distribution. **Third Watch Custody Staff** will route or deliver all incoming mail to the appropriate destinations.

Third watch custody staff will pick up their designated mail at the mailroom for delivery.

*All mail will remain under custodial control until delivered.* When mail processing is interrupted the mail shall be secured to prevent access by other inmates. Privacy of inmate mail will be protected.

**Returning Cash/Check/Money Order That Eluded Mailroom Inspection**

When cash, check, or money orders have eluded Mailroom inspection and the mail was issued to the inmate, the inmate will return the entire envelope and contents to their HU Officer. The HU officer will place the cash/check/money order in the original envelope seal with tape or staple to prevent loss of contents and return the letter only to the inmate. The HU Officer will give the inmate a CAC 1571A/94, *confiscation property receipt*, noting cash/check/money order, the amount, the date and that it is being forwarded to the mailroom. The HU Officer will place the envelope in the legal mailbag to be sent back to the

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mailroom for processing by the end of the shift.

### **Outgoing Mail From The Institution**

Outgoing mail will be bundled with rubber bands after it is inspected. The outgoing mail bundles will consist of the following:

- Out-of-Country
- Stamped Mail
- Metered Mail
- Mail requiring postage metering (free indigent envelopes)
- Mail requiring no postage (if mailed within the United States)

### **Disallowed Incoming and Outgoing Mail and its Disposal:**

Reference: CCR, Section 3191 (c) Property, Registration and Disposition. CDC Form 1819, Notification of Disallowed Mail, shall be used to notify the inmate of the event.

#### **54010.8.1 ITEMS ENCLOSED IN INCOMING FIRST CLASS MAIL**

#### **Items allowed in first class mail**

- Money orders
- Checks
- Ten Photographs (photographs not to exceed 8" X 10" (no Polaroid's)
- 40 each of stamps, envelopes, or pre-stamped envelopes (4x9 1/2, white only)
- 25 sheets of lined writing paper (white/yellow only) per envelope.

**Inmates wishing to purchase stationary supplies can obtain funds to be placed on their Trust Account and purchase the following items from the CAC Canteen:**

- First Class Postage Stamps
- Stamped and Plain Envelopes
- Tablets (yellow legal size and white letter size)
- Mailing Envelopes (white)
- Pens
- Greeting Cards

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**54010.8.2  
METERED ENVELOPES  
IN CORRESPONDENCE**

**Postage**

- A. Postage for regular mail shall be paid using stamped envelopes purchased through the Canteen or obtained legitimately. No CDC 193 *Trust Account Withdrawn form* for regular mail will be processed.
- B. Institutional business mail shall be accumulated and run through the postage meter by Mailroom staff. The Mailroom shall maintain a monthly log indicating the postage used and forward the log to Business Services on the first of each month.
- C. From time to time it is necessary to meter inmate packages or bulky mail. In these circumstances postage will be paid for by use of a CDC 193 *Trust Account Withdraw Form*. However, a CDC 193 *Trust Account Withdraw Form* will not be utilized for regular mail, except for legal or confidential mailing.
- D. Confidential and legal correspondence may be processed by mailing in a stamped envelope as outlined in CCR, Section 3141, *Confidential Correspondence*.
- E. If an inmate has sufficient funds, but is temporarily out of stamped envelopes, a CDC 193 *Trust Account Withdraw Form* may also be used for mailing confidential and legal correspondence. The use of a CDC 193 *Trust Account Withdraw Form* in mailing confidential or legal correspondence should not become the normal pattern.
- F. Mail to the Courts or Board of Control is mailed using stamped envelopes or by the use of a CDC 193 *Trust Account Withdraw Form*.
- G. Mail with inadequate postage will be returned. State materials used to make envelopes will be returned.

**54010.11  
CERTIFIED MAIL**

**Certified/Legal/Express/Insured Mail**

- A. Mail will be certified at the inmate's expense provided justification is made in writing to the Mailroom Supervisor under any of the following circumstances:



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- There is a legal deadline from which negative consequences might result if proof of meeting the deadline cannot be given.
  - The legal business documents require delivery to a specific individual, wherein a request for certification for “delivery to addressee only” is appropriate.
- B. Copies of legal logs are available only upon request and when accompanied by a pre-signed CDC 193 *Trust Account Withdraw Form* with a charge of 10 cents per page. If requested, indigent inmates will be provided free copies once a month.
- C. Certified, Express, and Insured Mail is signed for at the United States (US) Post Office by the Mailroom M&SS-I as authorized by the CDC 345 *Authorization to Maintain Trust Account Form* and CDC 104, Property and Cash Receipt-Arrival. Certified mail that is also confidential, as well as legal mail, will be handled by Third Watch personnel in accordance with CCR, Section 3144, *Inspection of Confidential Mail*.
- D. Confidential, certified, and express mail will be sent to the appropriate staff at each Unit for handling. See section 54010.12.3., *Incoming of Confidential Mail*.

**54010.12.2.1  
OUTGOING  
CONFIDENTIAL MAIL**

**Requirements for Processing Confidential/Legal Mail**

In order to be accepted and processed as confidential legal correspondence, the inmate’s letter must comply with the following requirements:

- a. Inmates wishing to post confidential legal mail shall present the mail unsealed to designated facility staff.
- b. In the presence of the inmate, a staff member shall remove the contents of the envelope upside down to prevent inadvertent reading of the contents.
- c. If no prohibited material is discovered staff shall allow the inmate to seal the envelope.
- d. The staff member then shall place their signature, **badge number**, and date across the sealed area on the back of the envelope.
- e. Staff shall then deposit the confidential mail in the facility legal mailbox or legal mailbag.

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Prohibited material found in confidential mail is subject to the sanctions of CCR, Section 3144 (1), *Confidential Correspondence*, and CCR Section 3312, *Disciplinary Methods*.

### **Mailing Legal Documents**

Legal mail submitted with a CDC 193 to pay for filing fees or other costs must be left unsealed so that the voucher (check) can be enclosed after the CDC 193 has been processed. Inmates who do not wish to forward this type of mail unsealed should attach a stamped, addressed envelope to the legal mail so the check can be enclosed and forwarded.

**Note:** Only regular first class postage shall be allowed on legal documents.

The Mailroom and all inmate libraries shall maintain a **current** issue of *Directory of Attorneys* to verify addresses of persons and agencies, which inmates may correspond with confidentially.

### **54010.12.3.1 INCOMING CONFIDENTIAL MAIL**

#### **Legal Mail Officer**

Confidential, certified, and express mail will be sent in a legal mail bag, under lock and key until issued, to the Central Control Office. **The Legal Mail Officer** will pick up the legal bag, which will have the mail.

The **Legal Mail Officer** will keep record in the logbook of the date the inmate received the mail and the inmate's signature in the logbook, as proof of his received mail. When finished the **Legal Mail Officer** will place any out-going confidential, certified, and express inmate mail that has been approved for out-going in the legal mailbag. The legal bag will then be sent to the mailroom for further processing.

### **54010.14 CORRESPONDENCE THAT IS OFFENSIVE/ THREATENING/ CONTAINS SECURITY CONCERNS**

#### **Offensive/Threatening/Security Concerns**

When stickers, logos, pens, pencils, plastic, metal items, laminated items, bubbled/padded type envelopes, written threats against a person, etc. are received through the mail for an inmate, they will be removed as contraband, pursuant to CCR, Section 3006, *Contraband*. A CDC 1819, *Notification of Disapproval*, (see Attachment A) will be filled out and sent to the inmate with an

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explanation. The inmate will have 15 working days to make a decision to either have the item sent back at the inmate's expense, or have it disposed of in accordance with the institutional policies and procedures.

### **Danger/Trouble Key Words or Slang**

Here are some example key words or slang that could indicate danger or trouble.

#### Spanish/English:

- Emergencia/Emergency
- Urgente/Urgent
- Muerte/Death
- Importante/Important
- Green Light/Targeted for Assault

**Staff discovering any of these phrases will review the document thoroughly and notify a supervisor immediately.** Staff must be aware of where all mail is picked up and should check it for proper addressing and cell location, cell number, in order to identify where the piece of mail originated as inmates frequently send anonymous notes (kites) to one another by this process.

### **Narcotics**

If narcotics are found through incoming mail, the staff member who found the narcotics will maintain sole possession of the mail with the narcotics as evidence. Staff will immediately notify their immediate supervisor who in turn will make all appropriate contacts. The evidence will be processed in accordance with all departmental and institutional procedures, and subsequently processed into an evidence locker as evidence by the discovering staff member.

### **Contaminated Mail**

If any mail is found to be contaminated with bodily fluids the following precautions will be taken immediately:

- a. Inform supervisor and obtain a Biohazard Waste Bag (red bag) from the Personal Protective Equipment Lockers.
- b. Place contaminated mail in red bag and seal appropriately.
- c. Place the red bag in a clear plastic bag and then take the bag directly to

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the Unit Medical Clinic for evidence storage.

- d. A CDC 115, *Rules Violation Report*, will be written, on the inmate who contaminated the mail.
- e. Following the Disciplinary Rules Violation Report Hearing the sealed contaminated bag will then be given to the Registered Nurse, who will then place the contaminated bag in a Biohazard Waste Bin.

**Note:** If the staff member who found the contaminated mail came in contact with the bodily fluid then he/she will immediately follow the basic routine of Post Exposure Care Plan.

**54010.17  
NON-ENGLISH  
LANGUAGE MAIL**

**Translator**

Institutional mail to an Inmate that is written in a language other than English is to be bundled together and forwarded to a certified translator via the Unit Supervisor before the end of the shift. The supervisor will contact a staff certified translator who will be able to read the inmate's mail.

**Note:** If any suspected phrases are found by the translator that could indicate danger or trouble to an inmate then he/she will immediately notify his/her supervisor for further action. *See 54010.14, Danger/Trouble Key Words or Slang.*

If a certified translator is not on duty the Supervisor shall call the Watch Commander to obtain information, contact number, and access code to contact a translator.

**54010.18  
FUNDS ENCLOSED IN  
CORRESPONDENCE**

**If cash is sent through the mail to an inmate follow steps below:**

**Note:** Cash is not accepted under any circumstances. Reference CCR, Section 3140, *Funds Enclosed in Correspondence.*

- a. Mailroom employee must immediately stamp the back of the envelope and indicate the amount of cash received, the date, and sign near the amount.
- b. The envelope containing the cash and two copies of a STD Form 440 (STD 440), *Transfer Receipt*, will be forwarded to the institution's Trust Office.
- c. The two copies of the STD 440 shall be folded around the envelope and

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held in place with a rubber band/paperclip. The information in the center of the form shall be clearly visible to the reader.

- d. The Trust Office will send a check to the person who sent the cash, along with a form letter explaining the reason for the return.
- e. The mailroom shall produce three copies of the daily-automated log of all money transactions. Two copies are forwarded to the Trust Office and one back-up hard copy is retained by the mailroom. The log shall include date, inmate's name, CDCR number, and dollar amount received via cash, money order, or check.
- f. The inmate will be given a copy of the form letter explaining the reasons for the return.

The mailroom supervisor shall review the log at least three times a week to ensure logs are promptly and accurately prepared and to determine whether extraordinary circumstances may have affected the processing procedure.

**54010.18.4  
PERSONAL CHECKS**

**Accepted Funds**

Personal checks, certified checks, government checks, or money orders, are acceptable through the mail to an inmate. Reference CCR, Section 3134(e), *General Mail Procedures*.

The envelope shall be stamped "Money Order/Check" by mailroom staff and will indicate the money order number, date, the amount, and the initials of the person processing the remittance. This marked envelope becomes the inmate's receipt.

**Mailroom staff will ensure the check or money order includes the following:**

- The institution's endorsement bank stamp will be placed on the back of the check or money order at the time the check or money order is removed from the envelope.
- The CDC 345, Power of Attorney, which negates the necessity of the inmate's personal endorsement on each document.
- The check or money order includes all required information, including

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the inmate's name and number.

### **Remittance of Funds**

All remittances will be arranged in the same numerical order as the Trust Office files and listed on a Report of Collections. The list will show for each recipient: CDCR number, name, type of payment, and amount. The report showing total collected will be prepared and distributed as follows:

- a. Duplicate to Mailroom receipted by Cashier
- b. Original to Cashier with collections on a daily basis to ensure compliance with State Administrative Manual, DOM, and Title 15.

### **Funds for Inmates no longer housed at CAC**

1. U.S. Government Check
  - If a US Government check is received for an inmate who is no longer at the institution, the check will be returned.

### **For Non-Government Checks**

1. Deceased Inmate
  - The letter containing the check/money order will be returned to the sending agency with the necessary information shown, such as "Addressee Deceased"
2. Transferred Inmate
  - The check will be forwarded, first class, through the US Postal Service, including a note requesting the inmate to notify the federal agency involved of his change of address.
3. Paroled Inmate
  - The check/money order will be forwarded to the address left

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by the inmate. If no forwarding address is known, the check will be forwarded to the Parole Region.

4. Discharged Inmate

- If no address is available, the check/money order will be returned to sender marked with “Addressee Unknown”

**54010.21  
PUBLICATIONS**

All books and pamphlets from recognized religious organizations are to be processed by the Mailroom for delivery to inmates.

**Books**

All books received by the Mailroom are to be processed to the inmate through Receiving and Release.

**Advertisements**

Unsolicited advertisements, brochures, fliers, and catalogs will not be processed for delivery since they are not subject to be returned to the sender unless postage is supplied. Reference: CCR, 3134.1, *Processing of Publications*

**54010.22  
CORRESPONDENCE  
BETWEEN  
INMATES/PAROLEES/  
PROBATIONERS**

**Approved Inmate Correspondence**

- A. If an inmate’s request to correspond with another inmate is approved by a CC-I then the CC-I shall complete a CDC 1074 *Correspondence Approval Request* and forward it to the Facility Captain for review and signature.
- Upon completion of the CDC 1074, the first four pages shall be forwarded, intact, to the institution/facility where the second inmate is housed and the fifth page shall kept by the CC-I.
  - Upon return of the CDC 1074 from the second inmate’s institution/facility, the assigned CC-I shall ensure that copies are distributed to the Central File (original), and the inmate.

**Denied Inmate Correspondence**

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If the inmate's request to correspond is denied, the CC-I shall annotate the reason for denial on the CDC GA-22 and forward it to the Facility Captain for review. The CC-I shall not be required to generate a CDC 1074, Request for Correspondence Approval, for inmates whose requests are denied in accordance with this procedure. **Note:** The Captain of Operations shall review correspondence that has been denied.

### **Request For Inmate Correspondence From Another Institution**

Requests for correspondence approval received from another county, state, or federal institution, all must meet the criteria for approval. If approved, the CC-I shall ensure that a CDC 1074 is completed and forwarded as follows:

- The CC-I shall also ensure a cover memorandum is generated and forwarded to the requesting agency.
- The CC-I shall not be required to forward photocopies of completed CDC 1074s to custody staff in Housing Units.
- If the request does not meet the criteria for approval, the CC-I shall annotate on the CDC 1074 the reasons for the denial and forward it to the Facility Captain.

#### **54010.22.2 CORRESPONDENCE BETWEEN INMATES IN SHU/ASU/PSU/THU/BMU**

The sending and receiving of First Class Mail will be processed in the same manner regardless of housing (GP, ASU)

Inmates housed within California City Correctional Facility (CAC) ASU units correspondence is limited to the following to maintain the safety and security of the institution:

- Immediate family members as defined in the California Code of Regulations, Title 15, Section 3000.
- Co-litigants on active case until the case is resolved.
- Incarcerated natural parent of the inmate's child.

#### **54010.26 FORWARDING MAIL**

##### **Forwarding of Inmate Mail**

The Re-route mail Officer for each unit will be responsible for locating an inmate who is no longer at CAC. The officer will bundle the mail together by



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Institution and place it in the re-route bag and return it to the lobby for further processing.

The Third Watch custody staff will deliver or route to the appropriate destinations all incoming mail and will not leave undelivered mail in the Units for the First and Second Watch custody staff to handle.

When a Unit Officer receives mail for an inmate who has been transferred to another HU, the receiving officer will mark a line through the incorrect address and will write the correct HU, section, and bed number on the outside of the envelope. The mail will be rerouted, *not returned to the Mailroom*.

Unit staff is required to make an effort to establish each inmate's present location when rerouting mail (including institutional mail) by use of the Strategic Offender Management System (SOMS). After the location is found, Unit staff must properly mark the correspondence with the correct address.

Rerouted mail for inmates still assigned to the same Unit will be forwarded to its new location.

Mail routed to other units at CAC will be separated and bundled by unit and placed in Reroute Mail Bag.

Mail rerouted to other institutions and parole regions will be separated and bundled according to institution and or parole region by the rerouting officer and placed in Reroute Mail Bag. Rerouted Mail Bag will be taken by the Reroute Officer to their Unit's lobby. The M&SS1 Driver will pick them up on First Watch and deliver them to the Mailroom.

Mail not handled properly will be returned to the Facility.

#### **Processing Incomplete Inmate Mail**

SOMS and/or the Inmate Locator will be used to locate an inmate when processing an incomplete inmate address received from a City, County, State, or Federal department or agency. If the inmate cannot be determined upon review of the envelope, the letter will be returned to the sender requesting additional information to identify the inmate.

<b>CALIFORNIA CITY CORRECTIONAL FACILITY CALIFORNIA CITY, CALIFORNIA</b>  <b>SUPPLEMENTAL</b>	<b>Chapter:</b> 50000 Custody/Security Operations
	<b>Subchapter:</b> 54010
	<b>Article:</b> 54010 Inmate Mail

Processing incorrectly addressed incoming inmate mail from persons outside the facility. If the recipient cannot be determined, the mail will be returned to sender with a label attached by Mailroom staff advising the sender of the necessary addressing information for delivery of inmate mail.

**ATTACHMENTS:** Attachment A – *Indigent Request Sign-Up Sheet*  
Attachment B – *Confidential Received Logbook*

ORIGINAL SIGNED BY

W. J. SULLIVAN  
Warden (A)  
California City Correctional Facility

Date