

Memorandum

Date : December 29, 2015

To : ALL STAFF

Subject: **ADDENDUM TO DEPARTMENT OPERATIONS MANUAL SUPPLEMENT 54010
INMATE MAIL**

Effective immediately, the following information shall be added to Department Operations Manual (DOM) Supplement 54010, Inmate Mail:

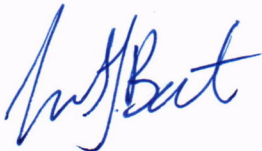
54010.8 Outgoing Inmate/Inmate-Patient Mail

This section currently reads:

Upon completion of mail inspection, the outgoing inmate/inmate-patient mail will be placed in the designated Housing Facility mail bags. The First Watch, Facility Search & Escort Officer will collect all Housing Facility mail bags from their assigned facility and deliver them to the respective Facility MUT or mailroom. A Second Watch designated Search & Escort Officer will collect the mail bags in the MUTs or mailroom and deliver them to the Institution Mailroom by 0830 hours, Monday through Friday.

The amended section shall read:

Upon completion of mail inspection, the outgoing inmate/inmate-patient mail will be placed in the designated Housing Facility mail bags. The First Watch, Facility Search & Escort Officer will collect all Housing Facility mail bags from their assigned facility and deliver them to the respective Facility MUT or mailroom. A staff member from the Institution Mailroom will collect the mail bags in the MUTs or mailroom and deliver them to the Institution Mailroom by 0830 hours, Monday through Friday.



JENNIFER BARRETTO
Warden (A)
California Health Care Facility