

CHAPTER 1 – ADULT CUSTODY AND SECURITY OPERATIONS
ARTICLE 10 – STATE BUSINESS MAIL

RESPONSIBILITY FOR REVIEW: Associate Warden
Custody Operations

REVIEWED ANNUALLY: December
DATE OF REVIEW: December 2015

SUPPLEMENT NUMBER AND TITLE:
12050 State Business Mail

PURPOSE AND OBJECTIVES

The purpose of this section is to provide written policy and procedure regarding processing of state business mail.

APPROVAL AND REVIEW

This procedure and any modifications or inclusion must have the approval of the Warden. This procedure shall be reviewed annually by the Associate Warden Custody Operations (AWCO) and submitted through the chain of command to the Warden for approval.

RESPONSIBILITY

The Warden has the overall responsibility for this procedure. The AWCO is responsible for the administration of this procedure. The Custody Captain is responsible for the implementation of this procedure.

METHODS

The effective and efficient flow of written communication shall be maintained throughout the institution.

INSTITUTIONAL MAIL (EMPLOYEES)

The Mailroom shall not release state business mail to inmates under any circumstances. Employees shall not utilize the institutional Mailroom for purposes of processing personal or non-work related mail. Only those items relating to state business on behalf of the California Rehabilitation Center shall be processed through the Mailroom.



MICHAEL J. DIMMITT
Associate Warden Custody Operations
California Rehabilitation Center



CYNTHIA Y. TAMPKINS
Warden
California Rehabilitation Center

12/31/15

Date: