


# CALIPATRIA STATE PRISON DOM SUPPLEMENT

 <b>California Department of Corrections and Rehabilitation</b>  <b>Operations Manual</b>	<b>Chapter: 5</b> <b>ADULT CUSTODY AND SECURITY OPERATIONS</b>	
	<b>Article: 41</b> <b>INMATE MAIL</b>	<b>Division:</b> <b>OPERATIONS</b>
	<b>Section: 54010.4</b> <b>DEFINITIONS OF CLASSES OF MAIL</b>	<b>Revision Date:</b> <b>SEPTEMBER 2015</b>

**RESPONSIBILITY FOR REVIEW:**  
**REVIEWED ANNUALLY:**  
**DATE OF LAST REVIEW:**

Associate Warden – Operations  
During the month of May  
July 2014

## **54010.4** **DEFINITIONS OF CLASSES OF MAIL**

### **MAILROOM PROCEDURE**

Mail is picked up and dropped off by Calipatria State Prison (CAL) staff from the United States Post Office in Calipatria, California.

In order to track the processing time on incoming mail, the Mailroom Office Services Supervisor I (OSSI) will log the number of all incoming letter trays (partial trays will be noted by how many inches of mail remain in the tray) at the beginning of the day and how many trays remain to be processed at the end of the day. Any trays remaining to be processed at the end of the day will have the date received affixed to the tray. For large envelopes, the OSSI will log how many buckets were received and how many remain to be processed at the end of the day. The OSSI will also note on the log any extraordinary circumstances which may have affected the processing of the mail for that day.

All mail will be sorted in the Mailroom outside the secured perimeter. The Mailroom will be staffed by State employees.

All Mailroom staff will have access to the Strategic Offender Management System (SOMS) and the Inmate Locator to ensure timely routing of inmate mail.

Mail will be delivered to the respective facility for daily distribution, Monday through Friday. Mail for Facilities A and B is dropped off in Central Control. Mail for Facilities C and D is dropped off in Complex Control. There will be no mail service on the weekends and holidays. Mail for the Minimum Support Facility (MSF) will be dropped off at the MSF Program Office.

**54010.4**  
**DEFINITIONS OF CLASSES OF**  
**MAIL (CONTINUED)**

**MAILROOM DELIVERY – Housing Units**

Third Watch Housing Unit Floor staff will pick up the unit mailbag in either Central Control (Facilities A and B), Complex Control (Facilities C and D) foyers or the mailbag will be delivered to the unit (MSF and Administrative Segregation Unit #1). The Housing Unit Floor Officers will sort the mail by bed/cell for delivery. When the Floor Officers have completed the 1630 hours standing count, the mail will be delivered (by a staff member only) to the inmates. The officer will approach each bed/cell and call out the inmate's name. If an inmate within the bed/cell answers, the officer will ask the inmate to provide his CDCR number. Once the inmate provides the correct CDCR number, he will be issued the mail.

**MAIL PICK UP**

The mail "pick up" in the housing units will be immediately following the Floor Officers conducting the 2100 hours count. The Control Booth Officer will announce in the building "mail pick up." The Housing Unit Floor Officers will be responsible for walking by each cell and picking up the mail from the inmates. All of the mail that is picked up will be placed in the housing unit mailbag, and taken to the Housing Unit Control Booth for processing by First Watch staff.

**ADDRESS**

Each facility has a specific post office (PO) box where mail should be sent to. Inmate mail, letters, photographs, etc. should be mailed to the PO boxes corresponding with the facility the inmate is housed on. Funds and legal mail are to be sent to a different PO box.

Inmate Legal Mail	PO Box 5002
All funds only (no letters)	PO Box 5003
Facility A	PO Box 5004
Facility B	PO Box 5005
Facility C	PO Box 5006
Facility D	PO Box 5007
MSF	PO Box 5008

To ensure proper mail delivery and prevent delays in receiving mail, all incoming and outgoing mail shall have the correct inmate's name, inmate's prison CDCR number, address and zip code inscribed on the front of the envelope or package. An example of the method for addressing correspondence is:

**54010.4  
DEFINITIONS OF CLASSES OF  
MAIL (CONTINUED)**

Calipatria State Prison  
John A. Doe, C-00000 (Housing)  
PO Box 5004  
Calipatria, CA 92233-5004

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

**INDIGENT INMATES**

Indigent inmates are identified as an inmate who has \$1.00 or less in their Inmate Trust Account for 30 consecutive days. Indigent metered envelopes will be issued the first week of each month. It is the inmate's responsibility to complete the Indigent Envelope Request Form (Attachment A) by the last Sunday of each month. Indigent Request Logs are available in every housing unit by section.

Once the request for indigent envelopes is approved, a log sheet with the appropriate allotment of five indigent envelopes per inmate will be forwarded to the housing unit; five sheets of lined writing paper will be issued with indigent envelopes upon request. The Housing Unit Floor staff will have the inmate sign the provided log sheet indicating he received the envelopes.

No special mail services are provided to indigent inmates at the State's expense, such as certified or special delivery. The Mailroom will only accept the postage for indigent inmates request form to process indigent envelopes.

Indigent envelopes are to be used only by the inmate that they are issued to. When an inmate sends out mail in an indigent envelope that was not issued to him while having money on his account, the mail will be returned to the inmate.

**54010.6  
RECIPIENT'S ADDRESS**

**MAIL LACKING CDCR IDENTIFICATION NUMBER**

All inmate mail without a CDCR number will be returned to sender. This will ensure the Mailroom staff do not deliver the wrong mail to an inmate with a common last name.

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

**GENERAL MAIL REGULATIONS**

The handling and screening of incoming/outgoing mail is outlined in the California Code of Regulation (CCR), Title 15, Sections 3006 (A) (B) (C) and (1) through (16)(d), and Sections 3133 through 3136.

The institution head or his/her designee may reject mail sent by or to an inmate as provided in CCR, Title 15, Section 3136.

**54010.8  
INSPECTION AND READING OF  
INCOMING AND OUTGOING MAIL  
(CONTINUED)**

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

The inspection of incoming and outgoing mail/packages should not create an unreasonable delay in its delivery.

The inspection of outgoing mail/packages will normally be on an intermittent basis. Exceptions will be made for individual inmates when there is reason to believe the mail will pose a danger to the safety of persons, or a threat to prison security.

All Cash on Delivery mail shall be refused at the Post Office by Mailroom personnel and will be returned to sender.

**FIRST CLASS MAIL**

The Mailroom will utilize CDC 1819, Notification of Disapproval – Mail/Package/Publications (Attachment B), if incoming/outgoing mail contains any unauthorized items. This form advises the inmate that action is required on his behalf. These items are not considered a threat to the safety and security of the institution; however, they are not allowed into the institution. A review by the Custody Captain is not required.

The characteristics of unauthorized items are as follows:

- No padded or bubbled envelopes. These items will be returned unopened to the sender. With the exception of correspondence courses and those items sent from an authorized vendor, they will be forwarded to Receiving and Release to be processed as vendor packages.
- No stickers, glitter, glued or taped on items.
- No trading or collector cards, posters, stamps or other items that would be considered collectibles.
- No hard plastic, identification, credit, laminated or metal cards.
- No jewelry or homemade items.
- No photos depicting gangs (or gang related hand gestures), weapons, drugs or unlawful activities.
- No hobby craft material.
- No tattoo patterns or onionskin tattoo paper.
- No photocopied material which infringes upon and/or circumvents copyright laws.
- No hair of any kind.
- No bodily fluids or excretory functions.
- No excessive smudging of lipstick on the envelope or letter.
- No pens or pencils.
- No drawing, art, hobby craft or colored pencils.
- No laser, construction, hobby craft or card stock paper.

**54010.8.1**  
**ITEMS ENCLOSED IN INCOMING**  
**FIRST CLASS MAIL**  
**(CONTINUED)**

- No photographs, calendars or greeting cards, etc. larger than 8"x10".
- No more than 40 postage stamps.
- No more than 40 envelopes (embossed or plain) and lined or typing paper not to exceed 200 sheets without cardboard backing.
- No more than two pads of legal paper
- Illustrations and instructions for fighting techniques or holds.
- No frontal nudity of either gender. Prohibited material includes personal photographs, drawing, magazines and/or pictorials. Frontal nudity includes either exposed breast and/or genitalia of either gender.

**ADMINISTRATIVE SEGREGATION UNITS: ALLOWABLE**  
**PERSONAL PROPERTY BY FIRST CLASS MAIL:**

- Postage stamps not to exceed one book of 20.
- Writing paper not to exceed 15 sheets.
- Legal pad not to exceed one Legal pad of paper.
- Greeting cards not to exceed five cards total.
- Envelopes not to exceed ten plain or embossed.
- Photos not to exceed five. No Polaroids.

**54010.8.2**  
**METERED ENVELOPES IN**  
**CORRESPONDENCE**

**METERED ENVELOPES**

Due to Domestic Mail Manual regulations, pre-dated metered envelopes and metered envelopes that have not been sent from the metered area and do not have the CAL stamp will not be accepted in the incoming mail. Mailroom staff will only accept pre-metered mail if it comes in confidential correspondence.

**54010.11**  
**CERTIFIED MAIL**

**CERTIFIED AND INSURED MAIL**

An inmate may be allowed use of Certified and/or Registered Mail Service only if proof of delivery requirement is evident, or if a real need for this service exists. The proof of delivery can be evidenced in the following manner:

- Court Order for filing or responding to legal action.
- Proof of Service for divorce papers.
- Unusual circumstances in which the need for this service is clearly existent.

It will be the responsibility of the inmate's Correctional Counselor I (CCI) to make the determination that this service is necessary and the inmate meets all the requirements for this service. The CCI will communicate his/her approval in writing to the Mailroom OSSI. The inmate will be required to pay for this service if funds exist on the inmate's Trust Account.

**54010.11  
CERTIFIED MAIL  
(CONTINUED)**

According to CCR, Title 15, the only mail that needs to be logged, tracked and opened in the presence of the inmate is legal and confidential mail. This type of mail is logged into the legal database, which is maintained on file in the Mailroom.

To insure a parcel, the inmate must have available funds and submit a CDC 193, Trust Account Withdrawal Order, requesting such service. The parcel will be stamped, insured, given a number and the notation of the transaction will be made in the Insurance Log Book. The inmate must specify the amount of money the parcel is to be insured for.

Inmates cannot receive certified, registered, return receipt requested or insured receipts from any other service or individual other than the Mailroom staff.

Mailroom staff will not process outgoing mail for U.S. Mail Overnight Services (Express mail) or any other type of express mail service for inmates.

It will be the responsibility of the inmate to complete the Declaration of Service form for all legal mail. This form will be utilized as a way of tracking the inmate's outgoing legal mail by verifying the information on the outside of the envelope and filing the form for future reference. The inmate will be required to record all pertinent information on the form.

**54010.12  
CONFIDENTIAL  
CORRESPONDENCE**

**CONFIDENTIAL CORRESPONDENCE**

Confidential correspondence/legal mail will be processed according to CCR, Title 15, Sections 3141 through 3145. Distribution and collection will be as follows:

- Level IV – Third Watch Facility Sergeant, or designee to log and distribute.
- MSF – Third Watch MSF Sergeant, or designee to log and distribute.

The staff member issuing the confidential correspondence/legal mail will verify the identity of the inmate by checking the inmate's State Identification Card. To inspect incoming confidential mail, the staff member will, in the presence of the inmate, shake out the contents of the letter by holding the material upside down or turned away in order to prevent the inadvertent reading of the contents. If prohibited material is found in the mail, it and the envelope in which it was contained may be confiscated. Disciplinary actions may be taken or criminal proceedings may be instituted. Any funds that may be enclosed will be returned to the Mailroom for crediting to the inmate's Trust Account.

**54010.12**  
**CONFIDENTIAL**  
**CORRESPONDENCE**  
**(CONTINUED)**

The staff member issuing the mail will have the inmate sign the legal mail log showing receipt of the confidential correspondence/legal mail, and return logs back to the Mailroom. Mailroom staff will maintain copies of logs prior to and after completion of delivery. Logs are maintained on file until such time the inmate is transferred. When the inmate transfers, the log will be forwarded to the receiving institution.

MSF inmates will have mail inspected and sealed by the officers assigned to the MSF dormitories.

If an inmate refuses acceptance of confidential correspondence/legal mail, the procedure below will be followed.

- When an inmate refuses delivery of confidential correspondence/legal mail, the mail shall be returned to the Mailroom OSSI accompanied by a CDC-128B Chrono and three copies of the Chrono.
- The Chrono shall indicate the two attempted delivery dates, reason for refusal (if known), and the name of personnel attempting delivery.
- The Mailroom OSSI will retain one copy of the Chrono for Mailroom files and forward a copy to the correspondent or sender of the letter. The original is sent to Inmate Records for scanning into the inmate's Electronic Records Management System (ERMS).

Inmate access to incoming legal mail will be accomplished five days per week in each facility, excluding holidays.

Using the means of confidential/legal correspondence for personal non-business correspondence, the transmission of contraband items, or the smuggling of letters and other communications to be forwarded to persons not listed in CCR, Title 15, Section 3141 (c) is an abuse of this right and such proven abuse may be subject to disciplinary action as described in Section 3314 and 3315.

The Senior Librarian will ensure that a list of addresses for all courts is updated annually and maintained in the Law Libraries. A copy of the list (whenever updated) will be provided to the Mailroom.

**54010.12.3**  
**PROCESSING INCOMING**  
**CONFIDENTIAL MAIL**

**INSPECTION OF CONFIDENTIAL MAIL**

To determine the possible presence of contraband, all incoming confidential mail will be inspected prior to delivery to an inmate. Inspecting Correctional Officers will not read any of the contents of the confidential mail.

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

**DISAPPROVAL OF INMATE MAIL, PERIODICALS AND  
PUBLICATIONS**

When publications are disallowed, the institution will send a letter to the publisher indicating the reason why the item was disallowed.

As of September 10, 2002, per Administrative Bulletin 02/04, there will be a ban on all publications displaying frontal nudity of either sex. Any publications, personal photographs, drawings and/or pictorials displaying frontal nudity will be considered contraband. Contraband items will be handled by either disposal of the item or mailing at the expense of the inmate.

Disapproved periodicals and publications shall be referred to the Custody Captain for review. If the item is disapproved, a CDC 1819 will be utilized. The inmate will be informed of the disapproval via this form.

Distribution of this form will be as follows:

- One copy to the inmate
- One copy to sender
- One copy to be retained in the Mailroom

The inmate will then have 15 calendar days after the notification to decide the disposition of the item, which is listed on the form.

The institution will not pay postage to mail disapproved items. The inmate will be responsible for postage. Once the 15 days have been exhausted and the inmate has sent no reply, the item will be destroyed. If the inmate has elected to mail the item elsewhere and has no funds, the item will be destroyed.

In accordance with CCR, Section 3133(b)(4), facilities shall not require incoming books, magazines or newspapers to have institution pre-approved 'vendor approved' labels affixed to the packaging. A departmentally approved vendor is any publisher, bookstore, or book distributor that does mail order business. Books, periodicals or other publications that are mailed from a religious organization shall be considered as coming from an authorized vendor. Inmates may subscribe to, purchase, or have items sent in to them such as newspapers, periodicals, magazines or books. If subscriptions or books are purchased for the inmate by a third party or donated to an inmate, they must be mailed directly from a bookstore, book distributor, or publisher. Personal correspondents cannot mail books,



**54010.16  
NOTIFICATION TO INMATES OF  
DISAPPROVAL  
MAIL/PACKAGES/PUBLICATIONS  
AND DISPOSITION OF  
UNDELIVERED MAIL  
(CONTINUED)**

periodicals, or other publications directly to inmates and state that they are a donation. There shall be no Approved Vendor List for any publications per CCR 3134.1.

All incoming paperback and hardback books and any enclosures within them shall be inspected prior to issuance to ensure they comply with CCR Sections 3006, 3134, and 3135. For hardback books, staff shall allow the inmate to determine whether to accept the book with the cover removed or decide how the book is to be disposed of per CCR 3191(c).

**54010.17  
NON-ENGLISH LANGUAGE MAIL**

**MAIL IN LANGUAGES OTHER THAN ENGLISH**

Normal intermittent reading of non-confidential mail may be assigned to any staff member who can read and understand the language. If such staff are not available or if making such staff available will unduly delay the mailing or delivery of mail, the mail will be processed without being read unless there is reason to believe the mail presents a threat to the security of the prison or the safety of persons. The mere fact that correspondence is not in the English language will not be cause to delay its delivery.

**54010.18  
FUNDS ENCLOSED IN  
CORRESPONDENCE**

**ENCLOSED FUNDS**

Funds received in letters will be removed and processed as follows:

- The check or money order shall have the inmate recipient's name and number in ink as near to the upper left hand corner as possible. The prison endorsement stamp will be placed on the check or money order at that time. The use of CDC 345, Power of Attorney, eliminates the necessity for the inmate's personal endorsement.
- In the event mail has been disapproved via a CDC 1819, Notification of Disapproval-Mail/Packages/Publications and the mail contains a check or money order, the mail will be returned to sender. This will ensure the mail contents remain intact.
- All funds are to be taken to the cashier on a daily basis, after the funds are recorded and totaled.
- Currency shall not be accepted for an inmate.

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

**CORRESPONDENCE BETWEEN INMATES**

It shall be the inmate's responsibility to show that the requirements for approval have been met by having an approved CDC 1074, Request for Correspondence Approval, on file.

**54010.22  
CORRESPONDENCE BETWEEN  
INMATES/PAROLEES/  
PROBATIONERS  
(CONTINUED)**

The CCI shall determine if the request meets the requirements for approval, recommend approval or denial, sign the form and forward it to the respective Facility Captain for approval.

Each CCI shall ensure the Mailroom and Housing Unit staff receives a copy the approved CDC 1074 for approval/denial of correspondence relating to this section.

Authorization may be denied/revoked as established in the CCR, Title 15, Section 3139. Where permission has been denied/revoked, the inmate shall be required to obtain written approval from the Warden before further correspondence with other inmates shall be allowed.

Inmate(s) will be notified of the disallowed item per CDC 1819 and given the option to be destroyed or return to sender at their expense. Inmates who are caught attempting to send third party mail will receive a CDC 115, Rules Violation Report, for circumventing mail procedures.

**54010.24  
MAIL RETURNED BY THE U.S.  
POST OFFICE**

**RETURNED MAIL**

If there is postage due on mail returned and incoming mail addressed to an inmate, the item will be returned to the inmate with a note requesting the additional amount of postage to mail that item. The inmate may return the item to the Mailroom with a CDC 193 signed or include the required postage stamps.

**54010.26  
FORWARDING MAIL**

**RE-ROUTE MAIL**

If the inmate is not in the assigned bed/cell, the officer will not deliver the mail at that time. After staff has attempted to deliver all of the mail, they will return to the podium/office with the remaining mail and check the current housing of the inmate in SOMS. Staff will write the current housing (if different) on the envelope and will be responsible for delivering all mail to inmates within their assigned housing unit. The Floor Officer will deliver all "re-route" mail on the same facility to the respective housing unit by 2000 hours on a daily basis. All mail for inmates now housed on other facilities at CAL will be forwarded to the Facility Security Officer #1 for delivery to the other facilities. All mail for inmates who are no longer housed at CAL, will be placed back into the unit mailbag and returned to the Mailroom.

**54010.28  
APPEALS RELATING TO MAIL  
AND CORRESPONDENCE**

**APPEALS OR GRIEVANCES CONCERNING MAIL**

Appeals relative to departmental rules, regulations, policies, approved facility procedures and their application relating to mail and correspondence, may be filed by inmates and/or

**54010.28  
APPEALS RELATING TO MAIL  
AND CORRESPONDENCE  
(CONTINUED)**


their correspondents, including publishers. Such appeals are to follow established procedures as outlined in CCR, Title 15, Section 3137.

Inmates are required to utilize the established inmate appeal procedures.

Any person other than inmates should address appeals relative to department policy and regulations to the Director of Adult Institutions. Appeals relative to a specific facility procedure or practice are to be addressed to the Warden or Associate Director of the facility where the appeal issue arises.

**ATTACHMENTS:**

Attachment A: Indigent Request Log  
Attachment B: CDC 1819, Notification of Disapproval  
Mail/Package/Publications

  
W. L. MONTGOMERY  
Warden  
Calipatria State Prison

Date: 10/15/15

**CALIPATRIA STATE PRISON**  
**INDIGENT ENVELOPE REQUEST FORM**

**Facility**

CDCR ID # \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

INMATE'S NAME \_\_\_\_\_

HOUSING: BED/CELL \_\_\_\_\_

INMATE'S SIGNATURE \_\_\_\_\_

**DIRECTIONS**

All request forms must be put into the mailbags SUNDAY night to reach the Mailroom - Indigent Desk Monday morning. In order to avoid duplicate requests, all request form that are received after Monday (Tuesday through Friday) will NOT be honored and will be discarded.

☐ Per your request, five (5) metered envelopes are being issued to you. Remember, that you must submit a NEW request each SUNDAY.

☐ Your name is not on the Indigent List and therefore, your request for metered envelopes is denied.

\_\_\_\_\_ Date

\_\_\_\_\_ Mailroom Staff

Attachment B

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)

<input type="checkbox"/> INCOMING MAIL/PACKAGE	<input type="checkbox"/> OUTGOING MAIL/PACKAGE
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DESCRIPTION OF MATERIAL THAT MEETS DISAPPROVAL CRITERIA, INCLUDE CCR, TITLE 15 SECTION

LIST ITEM(S) WHICH MEET DISAPPROVAL CRITERIA
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DISPOSITION

HELD PENDING INVESTIGATION/APPEAL <input type="checkbox"/> RETURNED TO SENDER (At Inmate's Expense) (Date) _____ DESTROYED <input type="checkbox"/> (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).	FIRST NAME M LAST NAME ADDRESS (NUMBER AND STREET) CITY STATE ZIP CODE DATE SIGNED I ACKNOWLEDGE RECEIPT OF THIS NOTIFICATION: (INMATE'S SIGNATURE)
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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
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DISPOSITION

HELD PENDING INVESTIGATION/APPEAL <input type="checkbox"/> DESTROYED <input type="checkbox"/> RETURNED TO OUTSIDE DESIGNEE AT INMATE'S EXPENSE (Date) _____ (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).	FIRST NAME M LAST NAME ADDRESS (NUMBER AND STREET) CITY STATE ZIP CODE DATE SIGNED I ACKNOWLEDGE RECEIPT OF THIS NOTIFICATION: (INMATE'S SIGNATURE)
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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.