

CHAPTER 5, ARTICLE 41 INMATE MAIL

Revision Date: October 2015

54010.3 Compliance

Newly received inmates shall be promptly informed of Department regulations and all institution-level procedures governing inmate mail via the orientation program. This procedure is established to enable employees to process standard mail without interruption. On a daily basis, the mailroom supervisor will keep a daily log that tracks the amount of all incoming mail and times received. The mailroom supervisor is responsible for reviewing the daily logs at least three times a week to ensure mail processing is promptly and accurately prepared.

All mail shall be sorted in the mailroom. State employees shall staff the Mailroom. Mailroom staff shall use automatic mail openers to ensure full use of available equipment and save time.

Mail will be delivered to the Control area by 1330 hours, Monday through Friday, by the Mailroom Staff. Third Watch Housing Correctional Officers will pick up the mail for their unit when reporting to work. Mail will be sorted for distribution by the housing unit Correctional Officer prior to the 1630 hours count utilizing the unlock report verifying inmates are in these bunks. If an inmate has moved staff shall utilize Daily Movement Sheet (DMS) and Strategic Offender Management System (SOMS) to route mail to inmate's new dorm via Security Patrol Officer. Upon completion of the count the mail will be passed out to the inmates in their cells or dormitories. There will be no mail delivery on Saturday, Sunday or Holidays.

All outgoing inmate mail will be inspected and scanned by First Watch Staff, who, at the completion of the inspection, will sort letters by size, i.e., legal size, letter size, inmate made envelopes, postcards, etc., and place a band around the different sizes and place in the mailbag. At the end of the First Watch, the Officers will take the mailbags to the Control area for pick up by the Mailroom Staff. The housing unit officer shall remove all contraband during the sorting process.

All incoming U. S. Mail will be picked up by 1100 hours at the U. S. Post Office on Monday through Friday, excluding Holidays. The Mailroom Material and Stores Supervisor I (M&SSI) is responsible for the pick-up of the mail at the U. S. Post Office. Staff shall visually inspect mail, prior to accepting service, and reject torn or damaged packages.

54010.5 Paper, Envelopes, Stamps for Indigent Inmates

The use of writing materials or indigent envelopes issued to an inmate while indigent may not be restricted by time, or due to the subsequent availability of funds pursuant to a Legal Affairs Division. Chuckawalla Valley State Prison's (CVSP) Accounting Department will verify indigent inmates; approve the request for indigent writing material and envelopes. Accounting will forward the request to the Mailroom. The Mailroom staff will then send the indigent envelopes and paper to the inmate.

The Mailroom working with the Accounting office will maintain and regulate the limitation of free mail. No special mail services are provided to indigent inmates at State Expense such as Certified Mail or Special Delivery.

Post Office Box Numbers

To ensure proper mail delivery and prevent delays in receiving mail, the complete and correct return address on all incoming and outgoing mail is required. Abbreviations such as CVSP will not be accepted.

Inmates must give their return address in the upper left-hand corner of the envelope to include:

Name, H-00000
Chuckawalla Valley State Prison
Dorm-Cubicle-Bed
P.O. Box 2349
Blythe, California 92226

Outgoing mail without full return address will be returned to the sender. It is the inmate's responsibility to provide and keep each of his correspondents informed of his complete and current address.

Inmate mail, which has been routed to the wrong housing unit due to an incorrect address, will be rerouted to the inmate's present housing by third watch housing unit staff.

Collect on Delivery (COD)

In compliance with the Directors Rules, C.O.D. mail will neither be received nor sent for inmates. All such incoming mail shall be refused at the Post Office/Mailroom and will be returned to sender.

54010.9 Inspection of Incoming and Outgoing Packages

USPS regulations define Package Services as Parcel Post, bound Printed Matter, Medical Mail, and Library Mail.

With the exception of Parole Clothes and third party special purchase health care appliances, inmates shall not be allowed to receive Package Services directly from personal correspondents. Packages containing Parole clothes or third party special purchase medical assistive devices must be clearly marked with either "parole clothes" or "health care appliance" on the outside of the package. Personal correspondents do not include the Courts, Law Firms, County, State and Federal Agencies, Publishers, Bookstores, Book Distributors, etc.

All incoming packages; regardless of their contents or whom they are addressed to, shall be put through an x-ray machine to prevent the introduction of contraband into the institution.

All packages received in the mailroom that are addressed to an inmate shall be process through Receiving and Release (R&R) where they will be searched, inventoried and issued to the inmate.

Packages shall not exceed a maximum of (30) thirty pounds, except for publications and other special purchases.

Any items received through the CVSP Mailroom, such as books, letters, or other items in boxes or unauthorized padded envelopes, will be subject to being opened and searched by Mailroom staff. The contents of the envelopes or boxes will be placed in an authorized envelope or box. Mailroom staff will make a photocopy of the original envelope/box address and attach the copy to the authorized envelope/box and will forward the package to the inmate.

Packages that exceed the maximum size, weight, and/or not using the proper approval forms, shall be returned, unopened, to the sender. These packages will be returned at the US Post Office with an attached CDCR 1819, Notification of Disapproval.

54010.11 Certified Mail

1. An inmate may be allowed use of the Certified and/or Registered Mail services only if proof of requirement is evident, or if real needs for these services exist. The proof of requirement can be evidenced in the following manner:
 - Court Order for filing or responding to legal action.
 - Proof of Service for divorce papers.
2. Unusual circumstances in which the need for this service is clear. It will be the responsibility of the inmate's caseworker to make the determination that service is necessary, and the inmate meets all the requirements. The caseworker will communicate approval in writing to the Mailroom Supervisor. The inmate will be required to pay for this service by completing a Trust Account Withdrawal Order (TWO) CDC 193.
3. Incoming Certified and/or Registered Mail will be logged. The receipt will be signed by Mailroom Staff and mailed back to the sender. The inmate will be called to Legal Mail Distribution to sign a receipt for the letter.
4. To insure a parcel, the inmate must have available funds and submit a CDC Form 193 requesting such service. The parcel will be stamped insured, given a number and a notation of the transaction will be made in the Insurance Book. The inmate must specify the amount of money the parcel is to be insured for.

5. Inmates cannot receive Certified, Registered, Return Receipt Requested, or Insured receipts from any other service or individual other than the Mailroom.
6. The Mailroom will not process outgoing mail for U. S. Mail Overnight Service (Express Mail) or any other type of express mail service for inmates.

54010.12.2 Processing Outgoing Confidential Mail

Inmates wishing to post confidential mail will do so by presenting the correspondence, unsealed, to their appropriate Housing Unit Officers (for a complete list of what constitutes Confidential Mail refer to Department Operations Manual (DOM) section 54010.12.1.)

The following process will be followed:

The Housing Unit Officer receiving the mail will, in the presence of the inmate, shake out the contents of the letter by holding the material upside down. If no prohibited materials are discovered the contents will be placed inside the envelope, the Housing Unit Officer shall place their signature block, badge number and date across the seal on the back of the envelope and it will be sealed with tape by the staff member processing the confidential mail.

Confidential mail must have the inmate's returned address, and envelopes must be clearly marked "Confidential Mail." On the front lower left corner.

All outgoing confidential mail will then be placed in Housing Unit mail bag and delivered to control for pickup by mailroom staff.

Processing Outgoing Legal Mail:

Inmates wishing to post legal mail will do so by presenting the correspondence, unsealed, to their appropriate Facility Program Sergeant.

The mailing of legal documents to courts will be the inmate's individual responsibility. The institution Library shall have an updated list of court addresses. The list shall be made available for inmate use. Inmates may have access to the list through the institutional library. A copy of the updated list shall be provided to the institutional mailroom staff.

Departmental Policy regarding the mailing of legal documents states that all outgoing legal mail will be logged by the Correctional Lieutenant, Sergeant, or designee receiving it from the inmate. It will be the responsibility of the Facility Program Sergeant or their designee to receive all outgoing legal mail from the inmates wishing to send legal mail. Legal mail consists of documents being filed to the courts or the Victim's Comprehension and Government Claims Board (VCGCB.)

The following process will be followed:

The Facility Program Sergeant or designee receiving the mail will, in the presence of the inmate, shake out the contents of the letter by holding the material upside down. If no prohibited materials are discovered the contents will be placed inside the envelope and it will be sealed with tape by the staff member processing the legal mail.

Legal mail is to be accepted in the program office on 3rd Watch Sunday through Thursday. The receipt will be completed in its entirety in front of the 3rd watch program sergeant or designee and include the name and address of the sender, date received from the inmate, inmate's signature and staff's signature. The legal mail, regardless of the day of the week it is received from the inmate, will be secured in the legal mailbag by the facility sergeant or designee. The legal mailbag will go out the next business day. The log will be maintained in the Facility Program Sergeant's Office, along with a copy of the receipt. A copy of the receipt will be given to the inmate and a copy will be sent to the mailroom along with the legal mail.

All outgoing legal mail will then be placed in the legal Mail bag and delivered to control for pickup by mailroom staff along with the receipt.

For each piece of legal mail requiring additional postage, the inmate must sign a CDC Form 193. The Mailroom will remove the withdrawal order, enter the amount of postage, and forward it to Accounting. The

cost of postage for mailing documents to the courts will be charged against an inmate's Trust Account unless the inmate is without funds at the time the materials is submitted for mailing and remains without funds for thirty (30) days after the documents are mailed.

54010.12.3 Processing Incoming Confidential Mail

All confidential and legal mail will be logged by the mailroom staff and delivered to Control. It will be signed for by each yard and distributed to the yard Sergeant's office.

The confidential/legal mail will be issued to the inmate addressee after verifying the inmate's Identification Card.

If prohibited material is found, the material will be confiscated and a CDCR Form 128B Chrono shall be written documenting the information and the supervisor will be notified immediately. If the confiscated material is found in ASU mail, the information will be documented on the 114 log as well as the chrono.

If funds are enclosed, the funds will be sent to the Accounting Office for crediting to the inmate's Trust Account.

Legal/Confidential Mail Schedule (incoming distribution, does not apply to outgoing legal mail):

- Monday through Friday (except holidays)
- 7:00 p.m. to Program Sergeant

Any confidential mail that has been inadvertently opened by the mailroom staff will be logged in the Confidential Mail logbook. The Mailroom will then forward the legal mail to the respective yard for delivery.

54010.14 Correspondence That Is Offensive/Threatening/Contains Security Concerns

The following list indicates disapproved items per Facility Procedures:

- Photographs displaying gang signs, weapons, drugs, fighting techniques or any unlawful activity.
- No altered photos, Polaroids, negatives or slides.
- Identification cards, credit cards, phone cards, or plastic cards.
- No musical cards.
- 8½ x 11 maximum size allowed on all mail
- Stickers or glitter items not allowed.
No metal, plastic, or laminated items allowed.
- Any item which cannot be properly searched without destroying.
- Third party correspondence

All identified contraband items shall be processed in accordance with CCR. All inmates will be notified of disapproved mail via a CDCR 1819, Notification of Disapproved Mail/Package/Publication Form. All CDCR 1819's shall be sent to the Correctional Captain or Warden's designee for review and approval.

54010.16 Notification to Inmates of Disapproval Mail/Packages Publications and Disposition of Undelivered Mail

Regular incoming mail, which is disallowed, will be disposed of in the following manner:

- Returned to the sender.
- Mailed at the inmate's expense to an outside correspondent designated by the inmate, or inside through an approved source administered by the Associate Warden Business Services.
- With the inmate's written consent, destroyed or donated to a charitable organization outside the prison.

Fourth class and undeliverable mail shall be discarded instead of returning it to the post office. Appropriate controls for disposal shall be utilized. Mailroom Supervisor will periodically review the type of mail being discarded to prevent mail from being inappropriately discarded.

54010.18 Funds Enclosed in Correspondence

All remittance receipts are to be taken to the cashier's office on a daily basis, after the funds are recorded and totaled.

Money orders or checks left blank, appearing to be altered (i.e. have white out on it), or made to someone other than the inmate addressed, will not be allowed and will be processed in the following manner:

- A CDCR 128B, General Chrono, is filled out and distributed to Trust Office, inmate and sender.
- Mailroom will keep copies of the money order, envelope and the CDCR 128B.
- Mailroom will return the money order back to the sender.

In the event a United States Government check is received for an inmate who is no longer at the prison, adherence to the following procedure is essential:

1. If the inmate is deceased or discharged, the letter containing the check will be returned to the sending agency with the necessary information.
2. If the inmate has been transferred to another prison, the check will be forwarded by the Trust Office, including a note requesting the inmate to notify the Federal agency of the change of address.
3. Mail, including any containing funds, received for inmates who have paroled, should be forwarded to the office of the parole region to which the inmate was released. This information can be obtained by the mailroom staff from the CDCR Form 117 A (D MS), SOMS.

Cash funds in envelopes will be processed in the following manner:

- Mailroom staff shall complete a standardized memorandum to the inmate, informing them that cash was received and will be returned to sender.
- The envelope containing the cash and two copies of the memorandum will be forwarded to the institution Trust Office. The two copies of the memorandum shall be folded around the envelope and held in place with a rubber band/paperclip. The information in the center of the form shall be clearly visible to the reader.
- The Trust Office sends a receipt to the mailroom for the money received.
- The Trust Office will process the cash and mail per current departmental policy.

If an inmate is receiving money for Veteran's Administration the education department will notify the trust office when and if the inmate is no longer enrolled.

Contributions not in the form of money orders or certified checks, such as personal checks, will not be released until the funds have been cleared.

When personal checks are received, a rubber stamp will be used to imprint on the face of the envelope in which it was received: "A 30 DAY HOLD IS PLACED ON ALL PERSONAL CHECKS RECEIVED."

No foreign currency will be accepted. All foreign currency must be converted to a money order or certified check. If foreign currency is sent, the envelope and its entire contents will be returned to sender.

54010.21.1 Processing/Inspection of Incoming Magazines and Newspapers

Mailroom Supervisor shall maintain a list of acceptable publications that employees can utilize to immediately place those publications in the housing unit mailbags. The list of approved publications shall be updated at least monthly. Copies of the monthly list must be retained for a period of one (1) year.

54010.22 Correspondence between Inmates/Parolees/Probationers

The approval to correspond will remain in effect even though one or both of the inmates are transferred to another facility of the department. The approval to correspond may be forfeited due to disciplinary violations involving correspondence between the inmates or as a result of a classification action based upon the security needs at either inmate's new location. Restriction or revocation of approval will be communicated to both inmates and to the administrators of the facilities where the inmates are housed.

Inmates may initiate request to correspond with the above by contacting their Correctional Counselor. The Correctional Counselor I (CCI) shall interview the request or and/or review the Electronic Management System (ERMS) to obtain information necessary to complete the CDCR Form 1074, requests for correspondence approval. If the request meets requirements for approval the CCI shall recommend approval or denial, sign the form and forward it to the Facility Captain to authorize approval.

Correctional Counselors shall review the SOMS to obtain a copy of a previous CDCR Form 1074 from another institution and forward it to the mailroom. A CDCR Form 1074 shall be completed for CVSP.

54010.26 Forwarding Mail

- USPS will have a forwarding address label affixed and shall be returned to the USPS for is anticipated within seven (7) working days. A log will be maintained with "TIC" date when the mail will be forwarded.
- After seven (7) working days, the mail will be forwarded to the facility, agency, or medical facility where the inmate's custody has been relinquished.
- Inmates sent Out-to-Court and expected to be gone for more than seven (7) working days, the mail will be sent to the agency where the inmate is housed, e.g., local jail.
- In the event an inmate has been discharged (not on parole) from CDCR, Legal Mail will be promptly returned to the sender.

1. Address Unknown:

- Mail addressed to an inmate who has been transferred or released will not be returned to the sender as "Address Unknown", unless the inmate has been discharged from Departmental jurisdiction. Staff will use the SOMS to locate the Parole Office/Parole Headquarters, or institution the inmate was sent to and forward the mail accordingly.

2. Means of Forwarding:

- First Class Mail will be forwarded via the United States Postal Service. Legal shall be forwarded the same day as received.
- Second Class Mail will be forwarded via the United States Postal Service for inmates who are no longer confined in prisons of the Department.
- Second and Third Class Mail for inmates in CDCR prisons will be forwarded via INTERDEPARTMENTAL mail.
- Periodicals will be forwarded.
- Daily newspapers will not be forwarded.
- Unclaimed periodicals and newspapers will be placed in the inmate libraries.
- Junk mail will be destroyed.

3. Changes of Address:

- Mailroom Staff will record any transfers, releases, or new arrivals from the SOMS.
- Inmates are responsible for notifying their correspondents and the publisher of their subscriptions of any change of address. The SOMS will be used when the Inmate Locator does not show a record of the inmate.

4. Newspapers:

- Daily newspapers will not be forwarded, nor will they be held for an inmate who is temporarily away from the prison for longer than seventy-two (72) hours. Exceptions will be made when the absence results from the inmate's participation in Department or prison-approved activities, such as Community Release Program, Firefighting, or other disaster control assignments.


KIMBERLY A. SEIBEL
Warden


Date