



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

**54010.1
POLICY**

- A. The Associate Warden-Central Operations has the overall responsibility for this procedure.
- B. The Warden has the responsibility of making decisions regarding the approval of inter-institution correspondence between inmates as prescribed in California Code of Regulations (CCR), Section 3139. The authority for approving or denying such exchange of written and printed material may not be delegated below the staff level of Captain.
- C. The Mail and Visiting Sergeant shall supervise the Mailroom Office Service Supervisor I, who has responsibility for the operation of the Mailroom.
- D. The Mailroom Office Service Supervisor I shall be responsible for the direct supervision of Mailroom Staff.

METHODS:

A. General Policy

Correspondence between inmates and persons outside the prison is encouraged. The sending and receiving of mail by inmates will not be unduly restricted or impeded, nor will the privacy of such correspondence be invaded, except as may be required to prevent physical injury to persons and to maintain the security of the prison and the community.

B. Plan of Operations

1. This operational procedure shall conform to the policies, regulations and the provisions of law, and shall apply to all inmates at California State Prison-Corcoran.
2. Correctional staff shall inform all newly received inmates of all departmental and local procedures governing inmate mail. A copy of this operational procedure will be made available for review, by newly received inmates, housed in orientation units.
3. Mailroom employees shall use automatic letter openers.
4. Mailroom employees shall have direct access to the Strategic Offender Management System (SOMS) to verify inmate addresses more quickly. There are - five SOMS -, terminals located in the Mailroom.



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

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

PROCEDURE FOR ORDERING ENVELOPES

1. The Institutional Inmate Trust Account Office shall generate a list of eligible indigent inmates on Thursday of each week.
2. Facility Captains shall designate staff to pick up the list each week from the Institutional Inmate Trust Account Office and make all necessary copies for their respective facility.
3. Inmates will submit a CDCR GA-22, Inmate Request for Interview, form weekly to the facility program requesting indigent envelopes on every Monday.
4. Third watch housing unit officer(s) will accept requests from inmates and complete an Indigent Inmate Envelope Request List from each housing unit and deliver it to the facility program office on Monday of each week, no later than 1800 hours.
5. The Third Watch Facility-Security Patrol or other designated staff member will verify via the indigent lists from Accounting the indigent status of the inmate(s) on the Indigent Inmate Envelope Request List. Once the indigent status of the inmate(s) has been verified, all of the Indigent Inmate Request lists for the entire facility will be submitted together. Indigent Inmate Envelope Request Lists for each facility will then be forwarded to the Mailroom with the outgoing Monday night mail.
6. Only those inmates who have been verified as indigent and issued envelopes will be allowed to mail out correspondence with state paid postage.
 - a) Inmates circumventing this procedure to obtain indigent envelopes by means of bartering or other fraudulent means will receive a CDCR-115, Rules Violation Report, for attempted theft of state funds.

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

PROCESSING INDIGENT INMATE MAIL DURING FIRST WATCH

- A. The Housing Unit Officer, (Control Booth Officer, Dormitory Officer, Correctional Treatment Center (CTC) Unit Officer, etc.) who is responsible for inspecting outgoing mail, will inspect all metered envelopes to ensure the following:
 1. The name and CDCR number of the inmate sending mail, via a



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

metered envelope, must appear on the Indigent Envelope Request Form for that corresponding week. The original Indigent Inmate Request Forms (one for each week) shall be maintained in the housing unit control booth. The last two digits of an inmate's departmental identification number will normally be used to locate the corresponding form for verification. The name and identification number of a newly arrived inmate may appear on any of the forms. An ineligible inmate attempting to obtain state paid postage by sending mail in a metered envelope will be charged with theft, fraud, or dishonesty. The metered envelope used by an ineligible inmate will be confiscated. The contents will be returned to the inmate by the housing unit staff.

2. A meter stamp will appear on the back of all metered envelopes issued at CSP-Corcoran. First watch officers are responsible for screening the outgoing mail. The officers are expected to use discretion when disallowing the use of metered envelopes. If an inmate's name does not appear on the Indigent Inmate Envelope List, steps should be taken to ensure the inmate was not moved from another building during the month.
3. Inmates may utilize metered envelopes issued by other institutions. Indigent inmates must submit a request for envelopes as described above.
4. The envelope will not be modified in any form to accommodate larger items or additional postage.
5. Inmates may request to mail correspondence that weighs more than one ounce. Indigent inmates must relinquish the appropriate number of indigent envelopes to either their assigned Correctional Counselor or Housing Unit Staff with the item to be mailed.

No special mail services are provided to indigent inmates at state expense such as certified mail or other accountable mail services unless it is court ordered and verified by the institutional Litigation Coordinator.

DISAPPROVAL OF INMATE MAIL

1. Any item that is authorized for possession, but has been altered in any manner will be considered contraband. Questionable material shall be referred to staff at a level of not less than Captain, for determination and appropriate action.



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

- a. Prison authorities may exclude any information meeting the criteria pursuant to Penal Code 2601 (c) (1).
- b. Hard back books shall be processed according to CCR section 3134.1. (c), and shall be allowed once altered by staff.
2. Disapproved outgoing mail shall be disposed of in the manner set forth in the CCR section 3136(a), 3136(b) and 3191(c).
3. Disapproved incoming mail shall be disposed of in the manner set forth in the CCR sections 3136(a), 3136(b) and 3191(c).

CDCR Form 1819 shall be used for all contraband items.

- a. Pursuant to AB 02/04, dated July 10, 2002, policy regarding allowable materials an inmate may possess or receive via mail was clarified. The Ninth Circuit Court of Appeals concluded that correctional policy prohibiting prisoners from possessing sexually explicit materials was rationally related to legitimate penological objectives of maintaining security, rehabilitating inmates, reducing sexual harassment of female officers, and avoiding a hostile work environment.

Inmates are prohibited from possessing or receiving materials that show frontal nudity of either gender. Prohibited materials include personal photographs, drawings, magazines, and/or pictorials. Frontal nudity includes either the exposed female breast(s) and or genitalia of either gender. Sexually explicit materials described above, will be treated as contraband.

- b. The following is a list of commonly received items, but not limited to, which will not be allowed at CSP-Corcoran in the incoming mail:
 1. Identification cards, pre-paid telephone cards, or credit cards.
 2. Stickers or glitter items when unsearchable (including address labels).
 3. Hard plastic, metal or laminated items.
 4. Clothing material (lace, felt, handkerchiefs) and similar items.
 5. Factory or handmade jewelry (Incoming or Outgoing Mail).
 6. Pens, pencils, writing and drawing instruments, construction grade paper, transparent paper, tracing paper



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

- or colored paper. (Colored paper may be used, if directed from the Court.) Envelopes that contain fiber.
7. Musical or voice activated cards.
 8. Metal spring binding commonly used on calendars and note pads.
 9. All other items unable to be searched without destroying the contents.
 10. Blank negotiable items (i.e. checks, deposit slips) or blank transaction forms requiring a signature to transfer funds.
 11. Items larger than 8"x10" (e.g., photos, greeting cards, etc).
 12. Photographs larger than 8"x10" (for security reasons, the photographs received from correspondents may not be framed in such a manner they cannot be adequately searched nor have backings attached to them). No negatives or slides from correspondents shall be allowed. Albums are available through the canteen but are not acceptable by mail or in packages.
 13. Photographs that depict signing, promote, or identify – Security Threat Group membership/association, violence or murder.
 14. Photographs depicting explicit sexual activity, or sexually explicit photos altered in anyway would otherwise be disallowed.
 15. Polaroid Photographs.
 16. Calendars larger than 12"x12". Cannot exceed 12"x12" when unfolded. No calendars allowed in ASU.
 17. Any material that poses a threat or danger to the Institution.
 18. Trading cards (i.e. sports, ect.) and autographed items.
 19. Letters with perfume, powder, lipstick or oil stains, on the envelope or its contents.
 20. Cancelled checks, or copies of checks/money orders.
 21. Checks or money orders made payable to other agencies or parties (e.g., checks and money orders made payable to magazine publishers).
 22. Checks or money orders enclosed in the same envelope made payable to other inmates (Different than the inmate to whom the correspondence is addressed).
 23. Compact Disc or DVD's containing computer data (Pre-recorded audio CD's may be obtained within approved methods/limitations).
 24. Collectable items (i.e. stamps, cards, etc.)
 25. Birth certificates, power of attorney forms, marriage licenses, escrow papers, copies of deeds, credit card applications, blank IRS forms, etc. However, when birth



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

certificates or marriage licenses are requested by CDCR staff, they will be allowed to be mailed directly to the requesting staff member.

26. Homemade greeting cards (incoming or outgoing) if unsearchable.
27. No reuse of worn out or overwritten envelopes.
28. No hair of any kind.
29. No bodily fluids or excretory functions.

IDENTIFYING AND PROCESSING DANGEROUS CONTRABAND/NARCOTICS

- 1. Mailroom employees are encouraged to wear latex gloves, taking all due precaution in the possible discovery of hazardous material being introduced through the mail.
2. Each envelope will be emptied of its contents to inspect for any possible contraband and/or disallowed items.
 - a. The staff member discovering any dangerous contraband/narcotics will immediately notify the Mailroom supervisor of his/her discovery.
 - b. The Investigative Services Unit (ISU) will be notified immediately of the discovery.
 - c. The staff member making the discovery will maintain possession of the item until ISU verifies or makes a determination as to the disposition of the item and/or takes possession of the contraband including the envelope and the remainder of the contents.
 - d. The staff member making the discovery will complete a report detailing their actions in the discovery and processing of the contraband. The report will be submitted to the Mailroom Office Service Supervisor I for review and routing.
3. In the event a staff member opens a package/parcel/letter/etc., that contains a powdery substance/stain/odor, or the item appears abnormal, take every precautionary measure available to ensure your immediate safety. Mail with perfume, powder or oils on the inside or outside of the letter will be considered contraband.
4. If you suspect Anthrax contaminant or exposure, follow the Anthrax protocol as outlined below:



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

- Gently set the item down.
- Do not shake or empty the envelope.
- Do not throw the item away.
- Do not touch your face or any open sores or wounds.
- Immediately notify your co-workers or others in the immediate area.
- Notify your supervisor and the supervisor will contact the Watch Commander, who will notify ISU and the Hazardous Materials Specialist.
- Maintain strict containment of the affected area and do not allow access until responding ISU staff and the Hazardous Materials Specialist relieve you.

5. As soon as possible, anyone that may have had contact with the item should wash any potentially contaminated area of their body with copious amounts of soap and hot water for approximately one minute.

GENERAL MAIL REGULATIONS

1. It is the responsibility of the inmate to inform his correspondents of any change in address such as housing and/or P.O. Box Numbers to ensure prompt delivery. Delivery of incoming first class mail should be accomplished within seven days of receipt from the local U.S. Post Office. Delays may result when mail with incomplete and/or inaccurate addresses is received
 - a. All mail is forwarded as it is addressed. The mailroom can only forward mail according to when, what and how it is delivered from the United States Postal Service (U.S.P.S.). The U.S.P.S. Domestic Mail Manual states in Section D100.1.0 First Class Mail, Service Objectives: "The U.S.P.S. follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time."
 - b. The Mailroom Office Service Supervisor I may establish a special process to enable other employees to process standard mail without interruption. "Problem mail," such as mail that is misaddressed or mail that contains contraband, will be set aside to be handled separately so as not to delay other mail processing. The Mailroom Office Service Supervisor I may designate specific employees to process "problem mail" as deemed appropriate for the volume of mail and staffing concerns. All mail received without a CDCR number will be "Returned to Sender" (RTS). Processing of standard mail



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

shall be in accordance with Title 15, section 3133 (f).

- c. The processed incoming inmate mail will be separated into a mailbag for each facility. The mailbags will be delivered to specified drop-off areas for pick-up. Central Control for GP inmates, Complex Control for SHU inmates, and Level I Facility are drop-off areas for inmate mailbags. The inmate mail will be delivered no later than 1400 hours daily, Monday through Friday. Designated staff from each facility will pick up the mailbags for distribution inside each facility. It is the responsibility of the Facility Sergeant to ensure the prompt delivery of the mail once it is delivered to the facility.
 - d. All incoming U.S. Mail will be processed and delivered to the correct facilities on Monday through Friday, excluding weekends/holidays.
 - e. The Third Watch Facility-Security Patrol Officer #1's will process re-route mail for inmates who change location within the institution the same day the mail is received at the facility. The Security Patrol #1 Officer will note the necessary address correction on the envelope, and ensure the mail is delivered to the appropriate facility no later than 2130 hours. The receiving facility shall be responsible to ensure the re-route mail is delivered to the inmate the next day. If the inmate is no longer housed at CSP-Corcoran, the mail shall be placed in the mail bag and returned to the Mailroom for routing to the correct destination.
2. All outgoing mail shall undergo inspection by appropriate employees, (first watch housing unit officers, mailroom staff etc.) to ensure compliance with approved procedures. All outgoing letters will be stamped with the Corcoran State Prison stamp just below the inmate's return address. The officer will seal each envelope following inspection.
 1. The first watch unit officer will separate outgoing mail and bundle it with rubber bands as follows:
 - (1) A "Confidential" correspondence bundle. (Including mail in metered envelopes from indigent inmates)
 - (2) A non-confidential correspondence bundle for mail from indigent inmates. (Metered envelopes)
 - (3) A stamped letter bundle. (Separated according to similar size)



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

- (4) An institutional mail bundle
- (5) A "Legal Mail" bundle for mailing of legal documents to courts and claims to the Board of Control (see the Mailing Legal Documents section of this procedure for special instructions)
- (6) Staff processing outgoing mail from the Security Housing Unit will ensure the mailing and all its contents are stamped with red ink and the "Corcoran State Prison" stamp. Only red ink shall be utilized, so as not to interfere with the readability of the mail. This process shall include all institutional mail. The following instructions will be adhered to when processing this paper
 - **First class mail:** This mail will be stamped on the outside of the envelope and all contents of the envelope. Each page of the letter will be stamped through the writing diagonally to prevent any third party mailer from removing the mark and photocopying the correspondence for forwarding. The envelope of each mailing shall be stamped on the reverse side across the seal.
 - **Legal mail:** Only the outside of the envelope will be stamped, on the reverse side across the seal.
 - **Postcards:** Process the same as First Class mail.
 - **Institutional mail:** The reverse of the form utilized may be stamped. If the form utilized by the inmate is double-sided, then discretion will be used in the location of the stamp, so as not to interfere with the processing of the form. U-Save-'Em envelopes must have the contents stamped the same as First Class mailings.

All mailings or correspondence leaving the unit must be stamped. Therefore, only unit staff will be allowed to accept mail or forms for mailing.

Staff are reminded that this process is implemented for tracking the point of origin of each mailing and discretion shall be utilized at all times to not deface or alter the mailing itself.

3. No collect-on-delivery (COD) packages or letters of any kind shall be accepted for an inmate.



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

- a. All such mail shall be refused at the local Post Office and will be returned to sender by the U.S.P.S.
 - b. Inmates must pay for all subscriptions at the time the order is placed. No subscriptions will be allowed on a "bill me" basis, as subscriptions should come in with a pre-printed label from the vendor.
4. All incoming and outgoing mail will be handled in accordance with the criteria set forth in C.C.R., Title 15, and Sections 3133 and 3136.

a. Post Office Box Numbers:

To ensure proper mail delivery and prevent delays in receiving mail, all incoming and outgoing mail shall have the correct inmate commitment name, CDCR number, address and zip code inscribed on the front of the envelope or package. When using a plus four code with the zip code, you must use the same four digits of the P. O. Box.

All incoming/outgoing mail shall be addressed per CCR, Title 15, Section 3133(b), as follows:

(1) An example of the method for addressing correspondence.

California State Prison, Corcoran
Commitment Name, CDCR number
P.O. Box, Housing Unit, Cell #
Corcoran, California 93212-XXXX

Note: XXXX (Use facility assigned P.O. Box number listed below)

Assigned Facility Post Office Box Numbers:

ASU1	P.O. Box 3456
Firehouse	P.O. Box 3456
CTC	P.O. Box 3456
Level I-Facility	P.O. Box 3456
3A-Facility	P.O. Box 3461
3B-Facility	P.O. Box 3466
3C-Facility	P.O. Box 3471
4A-Facility	P.O. Box 3476
4B-Facility	P.O. Box 3481
Money Orders	P.O. Box 3486
ONLY	



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

The incoming mail which does not reflect accurate housing and institutional information shall be updated and forwarded to the correct location.

(2) All outgoing mail shall be properly addressed in accordance with CCR, Title 15, section 3133 (b) (2).

2. MS&S I will deliver PO BOX 3486 directly to Trust daily. Trust will log and process all incoming money orders, checks or funds incoming into institution. Any letters or correspondence enclosed with monies will be forwarded to the Mailroom-daily.

APPROVED STATIONARY & ENVELOPES

1. Writing paper, envelopes, and postage may be purchased through the inmate canteen or sent in by correspondents. Because posters are not approved inmate property, greeting cards exceeding 8" x 10" are not permitted to be mailed in. Heavy cardboard cards or novelty cards, which cannot be adequately searched, will not be permitted in or out the prison. This includes cards with musical or voice activated devices. Property not specifically listed in this procedure will not be allowed in through regular mail, except in authorized quarterly packages. The following items are allowed to be sent in per correspondence, but may not exceed the maximum limits:

a. General Population (GP):

- Forty Stamps
- Four Tablets of writing paper (white or yellow lined only). No spiral bound tablets allowed.
- Forty Blank envelopes

b. Administrative Segregation:

- Forty Stamps
- One Tablet of writing paper, and/or fifteen sheets of writing paper (white or yellow lined only). No spiral bound tablets allowed.
- Forty Embossed or blank envelopes

c. Specialized Housing Units:



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

- Forty Stamps
 - One Tablet of writing paper, and/or fifteen sheets of writing paper (white or yellow lined only). No spiral bound tablets allowed.
 - Forty Embossed or blank envelopes
2. All regular incoming mail containing the above approved items shall be limited as follows.
- a. General population inmates shall not receive more than 40 blank, stamped or embossed envelopes and ten dollars (10.00) worth of postcards at any time. Graphics or designs on envelopes are not allowed. All postage and writing material exceeding these limits will be disallowed.
 - b. Security Housing Unit inmates shall not receive more than 40 embossed envelopes and one tablet of writing paper. (No foil type/holographic stamped envelopes).
 - c. Due to USPS Domestic Mail Manual Regulations, predated metered envelopes and metered envelopes that do not bear the delivery address of the meter license holder will not be accepted.
3. Books can be sent in by a vendor or publisher only.
- a. Inmates shall not possess more than the number or type of allowable books and magazines.
 - b. Inmates may be allowed to possess special religious books.

TRUST ACCOUNT WITHDRAWALS

Inmates may use CDCR Form 193, Trust Account Withdrawal Order, to send money out of the prison or to pay for postage or other expenditures within the prison. Approval of the Counselor or Facility Captain is required for each CDCR Form 193. The cost of postage for mailing documents to the courts will be charged against an inmate's trust account unless the inmate is indigent. Accounting personnel will monitor inmate trust accounts for sufficient funds to pay postage on outgoing mail.

1. Mailroom staff will note the postage amount on the trust authorization form, post the letter, and forward the trust authorization forms to the institution accounting office without



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

verifying the trust account balance.

2. The accounting staff will process the authorization requests and identify when an inmate's trust account no longer has funds to cover postage expenses.

HANDLING INSTITUTION MAIL

Incoming business mail will be directed to the appropriate employee, when properly addressed. Mail addressed to the prison with only the prison address will be forwarded to the Warden's office for a verification of destination, which may require opening. All incoming communication containing policy matters should be brought to the attention of the Warden.

PERSONAL MAIL OF DEPARTMENTAL EMPLOYEES

Employees of the Department shall not use the institution postal service for the purpose of sending and/or receiving personal mail nor for the purchase of postage. Personal mail received into the institution addressed to employees will be returned to the sender.

PHOTO COPYING CHARGES

Copies of an inmate's CDCR 119, Mail Record will be made available to an inmate only when a compelling need exists. Requests will be limited to once every three months. All requests will be submitted in writing, with a completed CDCR 193 Trust Account Withdrawal Order. A copying charge of ten cents for each page photocopied will be charged against the inmate's trust account.

MAILROOM RECORDS

All records kept in the mailroom are maintained for departmental purposes/use only. A specific request for confirmation of mailing may be provided upon a legitimate proof of need for such a request, in the form of a letter from the specific court system confirming non-receipt and/or court requirement of such information. All requests from inmates will be accompanied with a completed CDCR 193, Trust Account Withdrawal Order.

INMATES ON INPATIENT STATUS

1. Inmates on inpatient status at any hospital for an extended duration.



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

- When the CSP-Corcoran Medical Department is made aware that any inmate will be an inpatient at any area Hospital for durations longer than 14 days, the CSP-Corcoran Medical Department will inform the Mailroom Supervisor and will request the inmate's mail be transported to that hospital.
2. For inmates on extended inpatient status at any hospital.
 - Once the request for the transporting of mail has been made, the CSP-Corcoran Mailroom staff will sort the inmate's mail to include personal correspondences only and will contact the CSP-Corcoran Transportation Unit, who will then retrieve the inmate's mail and deliver it to the outside facility hospital custody staff for distribution at the next scheduled transport to the current outside Hospital.
 3. For inmates on extended inpatient status at other area hospitals.
 - Once the request for the transporting of mail has been made, the CSP-Corcoran Mailroom staff will sort the inmate's mail to include personal correspondences only and will deliver that inmate's mail to the CSP-Corcoran Watch Office, who will then direct the next coverage officers who are dispatched from CSP-Corcoran to deliver the mail to the inmate.
 4. Frequency of mail delivery.
 - Once the request for the transporting of mail has been made, the delivery of mail for an inmate admitted at any Hospital on an extended inpatient status will take place once a week until the inmate has returned to CSP-Corcoran.
 5. Inmates at Mercy Hospital.
 - Once the determination that an inmate will be an inpatient at Mercy Hospital for longer than 14 days, the family of the inmate may be informed they are able to write to Mercy Hospital using the following address:
Mercy Hospital
Attn: 5-West, (Inmate name/CDCR number)
2215 Truxtun Ave.
Bakersfield, CA, 93301
 6. Outgoing Mail for inmates on extended inpatient status at



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

outside hospitals.

- When an inpatient inmate has outgoing mail, he will notify the Correctional Officers on Third Watch who will notify the watch office. The watch office will make arrangements to pick up the outgoing mail and deliver to the Institutional Mailroom for processing according to local mail procedures.
- Requests for possession of legal property at an outside hospital should be sent to the Litigation Coordinator's office for consideration. A decision will be made based upon the legal necessity and/or the inmate's medical condition by the Litigation Coordinator.
- Personal property belonging to extended stay inpatient inmates will be placed in storage and secured at the institution until the inmate returns. Extended stay inmates may request items from their personal property by submitting a CDCR GA-22 Inmate Request for Interview form to the Hospital Sergeant. The Hospital Sergeant will review the items requested and if approved will forward the request to the Watch Office. The Watch Office will remove the approved items from the inmate's personal property and forward to the inmate. Such items considered for approval will be writing material, pencils, pens, envelopes, etc.
- Indigent inmates requesting envelopes and other writing material will submit a CDCR GA-22 Inmate Request for Interview form to the Hospital Sergeant. The Hospital Sergeant will forward the request to the Watch Office for processing per DOM, Section 54010.5. Only those inmates, who have been verified as indigent, will be issued indigent envelopes and writing paper by the Watch Office.
- All above requests will be reviewed according to Institutional Policy and considered on a case by case basis.

54010.9
INSPECTION OF
INCOMING AND
OUTGOING
PACKAGES

1. Packages

- a. The institution may refuse to accept delivery of packages addressed to an inmate if prior approval has not been obtained, or the facility may refuse to deliver the package to the inmate and dispose of the package as provided in CCR Section 3191(c), without the need to hold the package pending appeal, as provided in section 3191 (c).



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

- (1) Any refused package will remain with the U.S. Postal Service, where it will be returned to the sender by the U.S.P.S., unopened. The inmate will be notified in writing, via a CDCR-1819, as to the reason for refusal of the package.
- (2) Packages shall be transported to the designated package distribution area to be processed and issued.
- (3) The only weight restrictions are those imposed by the U.S. Postal Service.

b. Artificial Appliances and Medical Purchases

- (1) Recommended medical/dental purchases for inmates via a medical prescription or CDCR-128C, which is not specifically approved inmate property, such as blankets or thermal underwear, must first be reviewed and approved by the Associate Warden-Central Operations for security and safety concerns. The CDCR-128C must be placed on the outside of the package. This includes, but is not limited to, any item, which requires electrical current to operate or contains a dangerous chemical substance to activate or operate.
- (2) As prescribed in CCR 3358, the above items will be provided at state expense, if the inmate is indigent, otherwise the financial burden for purchasing such items will be the responsibility of the inmate through the department or a vendor of the inmate's choice. When purchasing approved items, the inmate must use approved institutional purchasing procedures. Any purchase not specifically authorized in this procedure for processing in regular mail and/or not sent directly from an authorized vendor will be returned to the sender at the inmate's expense.

54010.11
CERTIFIED
MAIL

CERTIFIED AND REGISTERED MAIL

1. An inmate may be allowed use of the Certified and/or Returned Receipt Mail Service only if proof of requirement is evident, or if a compelling need for this service exists. Unusual circumstances in which the need for this service is clearly existent will be determined by the inmate's counselor. The counselor will communicate his/her approval in writing to the Mailroom Office Service Supervisor I. The inmate will be



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

required to pay for all accountable mail services. Funds must exist in the inmate's Trust Account at the time of request for services.

The proof of requirement can be evidenced in the following manner:

- a. Court Order for filing or responding to legal action.
 - b. Proof of service for divorce papers.
2. Incoming Certified and/or Registered Mail that is legal mail will be logged in "special purpose letters section" of the inmate's CDCR 119, Mail Record. The receipt for registered/certified mail will be signed by mailroom staff entered into the Accountable Mail logbook, and mailed back to the sender to verify the institution received the mail. Except for legal mail, the article of mail will be processed with the regular mail received that day. The letter will be searched by Mailroom Staff then forwarded to the facility.
 3. To insure a parcel, the inmate must have available funds and submit a Trust Account Withdrawal Order, CDCR Form 193, requesting such service. The parcel will be stamped insured, given a number, and a notation of the transaction will be marked in the Accountable Mail log. The inmate must specify the amount of money for which the parcel is to be insured.
 4. Inmates cannot receive Certified, Registered, Return Receipt Requested, or Insured receipts through any other service agency or individual(s). These services must be obtained through the facility mailroom and provided by mailroom staff.
 5. Mailroom staff will not process outgoing mail for US Mail Overnight Service (Express Mail) or any other type of express mail service for inmates.

54010.12
CONFIDENTIAL
CORRESPONDENCE

Confidential correspondence means that any employee shall not read the correspondence, except as prescribed in CCR section 3142 and these procedures. Inmates confined in departmental facilities may correspond confidentially with the persons or staff members of the persons pursuant to CCR 3141 (c) (1) through (9).

54010.12.2
PROCESSING

In order to be accepted and processed as confidential correspondence, an inmate's letter must comply with all the requirements listed in



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

**OF OUTGOING
CONFIDENTIAL
MAIL**

CCR Section 3141 and comply with CCR Section 3142 requirements.

1. Inmates wishing to post confidential mail shall do so by presenting the mail unsealed, to the assigned floor officer.
2. If no prohibited materials are discovered, the contents will be returned to the envelope and the envelope sealed by the inmate.
3. The officer examining the mail will sign their name, legibly, date the envelope flap, and place the mail in the mail receptacle.
4. ~~Mail designated by the inmate as "Legal Mail" is handled in accordance with the section of this operational procedure entitled "Mailing Legal Documents".~~

**54010.12.3
PROCESSING
INCOMING
CONFIDENTIAL
MAIL**

1. Mailroom staff shall sort incoming confidential mail, and place the unopened confidential mail in separate mailbags for each facility. The mailbags will be marked "Confidential Mail." The special mailbags will then be forwarded to each facility.
2. Each facility will maintain a log of all incoming confidential mail. The log will contain the following information for each item of confidential mail received:
 - Inmate's name
 - Inmate's signature
 - Departmental identification number
 - Identity of sender (e.g., J. Doe, Court of Appeals, L.A., CA)
 - Date delivered
 - Name of Issuing Officer
 - Comments (e.g., re-routed, returned to Mailroom, Suicide Watch, etc.)

The confidential mail tracking log(s) will be maintained by the third watch -Security Patrol Officer, or other designated employee. The third watch Facility Sergeant is responsible for ensuring the tracking log is properly maintained. All entries must be made on the day confidential mail is received/issued. The tracking log will be stored in the program office of each facility and will be reviewed by supervisory staff periodically. (The log for the CTC will be stored in Hospital Control) Questions concerning the tracking of confidential mail will be directed to the individual facilities.

Confidential Legal Mail. Inmates are required to sign a receipt of all



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

"Confidential Legal Mail" at the time of delivery. When incoming "Confidential Legal Mail," (as defined in CCR Section 3165) is received (from federal, state, county, appellate and district courts), the mailroom staff will separate the incoming legal mail from other incoming confidential correspondence. Mailroom staff will place a sufficient number of blank receipts, for each item of confidential legal mail inside a large envelope marked "Confidential Legal Mail." The large envelope marked "Confidential Legal Mail" will also contain the items of confidential legal mail addressed to the inmate(s). The mailroom staff will place the envelope marked "Confidential Legal Mail" and its contents, inside the "Confidential Mail" mailbags with the other unopened confidential mail. Signed receipts are not required for all items of incoming confidential correspondence, but are required for all incoming "Confidential Legal Mail."

4. The third watch, -Security Patrol Officer, or other designated employee(s) responsible for issuing confidential legal mail, will identify the inmate and will have the inmate sign the receipt for each item of confidential legal mail before it is opened and issued to the inmate.
5. Once the inspection/issuance process is complete, all receipts for incoming confidential legal mail will be placed back in the envelope marked "Confidential Legal Mail" and returned to the "Confidential Mail" mailbag. The mailbag(s) will be delivered to Central Control or Complex Control as applicable, to be subsequently returned to the mailroom.
6. The third watch, -Security Patrol Officer or other designated employee(s) will re-route the unopened confidential mail if necessary, to the inmate's current location at CSP-Corcoran. The unopened confidential mail will be placed/included with the appropriate facility's unopened confidential mail. If the inmate is no longer housed at CSP-Corcoran the undelivered mail will be returned to the mailroom to be forwarded. Caution: All staff must ensure that unopened confidential mail is not placed with non-confidential mail when re-routed between facilities. If the inmate is no longer housed at CSP-Corcoran the undelivered mail will be returned to the mailroom to be forwarded.
7. Designated staff shall open the letter in the presence of the addressed inmate at a convenient time and place. Staff shall not read the enclosed material. Items that may be sent to an inmate as confidential include all written material within the letter or



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

package. Those items such as newspaper clippings, law review articles, and legal documents as well as attorney's letters, are confidential and shall not be read by staff delivering the mail. (See section on Enclosures in Confidential Mail for proper handling of confidential enclosures such as newspapers published articles books etc.).

- a. The issuing officer will identify the inmate (using the inmate's departmental identification card). The officer issuing the confidential mail will open the letter, in the presence of the inmate. The officer will shake out the envelope and the contents to ensure there is no contraband. The officer will hold and shake the materials (individual pages) upside down or turned away in order to prevent the inadvertent reading of the material before issuing it to the addressed inmate.
- b. If no contraband is discovered, the contents will be returned to the envelope and given to the inmate (see section for Inspection of Confidential Mail, for proper handling, if prohibited material is discovered).
- c. If funds are enclosed, (except cash) the funds and the envelope will be returned to the Mailroom for processing and then forwarded to the Trust Office for crediting to the inmate's Trust Account.
- d. In the case of returned confidential correspondence, the envelope shall be opened in the presence of the inmate and examined and read to the degree necessary to determine if it was sent out by the inmate and it was not opened or tampered with before its return to the facility.
- e. When an inmate refuses delivery of confidential legal mail, the mail shall be returned to the Mailroom Office Service Supervisor I accompanied by two copies of a CDCR 128B Information Chrono, indicating the attempted delivery date, reason of refusal (if known), and the name of personnel attempting delivery.
- f. Suicide Watch/Property Restriction. The following information shall be submitted in explanation, when the inmate is on suicide watch or property restriction:
 - (1) A copy of the medical chrono or written order by authorized medical/mental health staff placing the



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

inmate on restriction due to his medical/mental health condition will accompany the returned confidential mail.

- (2) A copy of the information chrono or written order by the authorized custody staff placing the inmate on property restriction status will accompany the returned confidential mail.
- (3) The Mailroom Office Service Supervisor I will retain one copy of the chrono for mailroom files and forward a copy to the correspondent or sender of the letter.

CONFIDENTIAL MAIL DELIVERY SCHEDULE

Delivery of incoming confidential mail will be the responsibility of the third watch Facility Sergeant. All inmate confidential mail will be delivered to Central/Complex Control no later than 1400 hours. It will be the responsibility of the third watch Facility Sergeant to pick up confidential mail at Control, Monday through Friday. Each facility will be assigned a "Confidential Mail" mailbag. The staff member issuing confidential legal mail will obtain a signature upon delivery. The third watch, Facility Sergeant, will ensure all "Confidential Mail" mailbags are returned to Central/Complex Control before the end of the shift, to be returned to the CSP-Corcoran mailroom by the first watch, Outside Patrol Sergeant.

MAILING LEGAL DOCUMENTS

1. Mail designated, as legal mail will be delivered to the facility mailroom for inspection, pursuant to CCR, Title 15, Sections 3144 and 3145, and mailed in accordance with this operational procedure and Section 3165 of the C.C.R., Title 15.
2. The mailroom shall maintain a current address list of federal, state, county, appellate and district courts. This will be used to verify the inmate is actually sending mail to the courts.
3. Only Legal mail to the courts and Board of Control will be logged on the Inmate's CDCR Form 119 Mail Record.

STANDARD FORMS

Forms required by the State or Federal Courts will be provided without charge. Inmates will be required to pay for postage, paper, envelopes and all other materials except the forms. When an inmate is totally without



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

funds and materials, the prison will provide writing materials and postage for mailing to the courts.

**54010.12.5
EXAMINATION
OF
ENCLOSURES
IN
CONFIDENTIAL
CORRESPONDENCE**

To determine the possible presence of contraband all incoming confidential mail will be inspected prior to delivery to the inmate. Confidential mail will be opened and inspected for contraband only, in the presence of the inmate. Inspecting correctional official(s) will not read any of the contents of the confidential mail. Outgoing confidential mail may be inspected, with or without opening the mail for cause only. This section will be adhered to in accordance with C.C.R., Title 15, and Section 3144.

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

Withheld/Disallowed Mail. First class mail addressed to an inmate, any publication or package, or an enclosure in otherwise acceptable first class mail, which is specifically prohibited by the provisions of the California Code of Regulations (CCR), Title 15, Article 4, or this Operational Procedure, will be disposed of after 15 working days or upon completion of the appeal process if appealed within the 15 working day limit:

- (1) Mail that is not authorized and has no return address listed on the envelope will be forwarded to the U. S. Postal Dead Letter Office at: Dead Letter Office, San Francisco, CA 94105-9602.
- (2) Handling and Screening of Approved Periodical and Publications from Approved Vendors (defined as any publishers with a mail order business):
 - (a) All incoming magazines and newspapers shall be screened prior to issuance in accordance with CCR, Title 15, Section 3136. Disapproval of a particular issue of an approved publication will be documented on a CDCR 1819.
 - (b) As a reference, an original copy will be maintained in the mailroom with an attached photocopy of the representative page(s) that are identified as contraband. If any publication has been altered from its original state, by the publisher, or other persons, (e.g., blacked-out pictures, pages removed etc.), the publication will be treated as altered personal property and considered contraband. Mailroom employees will not remove pages and text/pictures in an attempt to make a publication suitable for issuance.
 - (c) The yellow copy will be sent to the inmate.



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

- (d) The pink copy will be sent to the vendor/publisher.
- (e) A publication received through the US mail from a publisher or vendor may be disallowed when it contains matter previously described in this Operational Procedure as contraband.
- (f) If a publication has been disallowed, but is received through the U.S. mail, the Mailroom Office Service Supervisor I shall send to the publisher a letter informing them the reasons the publication in question is being denied. The letter shall be sent within 15 calendar days of denial.
- (g) At a minimum the letter shall include:
- Name(s) and number(s) of inmate(s).
 - If more than one inmate is denied the same book, magazine, newspaper. Or other publication, the institution only needs to send one letter of notification to the publisher.
 - The letter must include the names and numbers of all of the inmates who were the intended recipients of the publication.
 - The reason why the book, magazine, or publication was banned.
 - The applicable CCR section that is in violation.
 - Notice to the publisher that it has the right to appeal this decision per the California Code of Regulations, Title 15, Section 3137(c).

54010.18
FUNDS
ENCLOSED IN
CORRESPONDENCE

Enclosed funds. Funds may be mailed to an inmate by money orders, certified or personal checks, or other negotiable means except cash or money grams.

- a. If an envelope containing cash is received, the entire envelope and all its contents will be sent to the Accounting Office. Currency will not be accepted for an inmate. The accounting cashier will place the cash in an "un-cleared collections account". A copy of the notification of disapproval form will also be sent to the Accounting Office with the envelope and any other contents. The amount of cash received will be listed on the form. The envelope and its contents will not be issued to the inmate.
- b. The envelope, and its entire contents, together with a revolving fund check for the amount of cash received, will be returned to sender. Mail sent with cash enclosed is considered dangerous contraband and will not be held pending appeal.
- c. No foreign currency will be accepted at CSP-Corcoran.



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

Checks and money orders must be written for funds in U.S. currency. The contraband will be handled the same as other cash enclosed in mail in the procedure described above.

- d. A thirty-day (30) hold will be placed on all personal checks. Funds received in the form of personal checks will not be released for spending by the inmate until the check has cleared the bank upon which they were drawn. Inmates should advise their correspondents who send them funds that future remittances should be in the form of a certified check or money order.
- e. All certified checks, personal checks, or money orders will be removed from the envelopes and processed as follows:
 - (1) The envelope will be stamped, showing the date, the amount of funds received, and the initials of the person processing the remittance. This will be written in red ink. (The stamp will include notification to the inmate that restitution deductions on trust account deposits received in the mailroom in compliance with AB 95/15. The stamp shall read, "Subject to Restitution per P.C. Section 2085.5.").
 - (2) The stamped/noted envelope will be the inmate's receipt (because the envelope is used as the inmate's receipt, checks or money orders made payable to other inmates sent in the same envelope, will be considered contraband and will be treated as disallowed mail).
 - (3) The check or money order must have the inmate's name and departmental identification number near to the upper right-hand corner as possible. The check or money order shall be made payable to CDCR (checks or money orders made payable to other agencies or parties will be considered contraband and treated as disallowed mail).
- f. The mailroom will maintain a log/tracking system to record funds received via correspondence.
 - (1) Each individual fund (cash, money order, checks, etc.) will be itemized in a Log Book maintained by each Facility Office Assistant.

Once all transactions are itemized, the Facility Office Assistant will deliver the funds and the log book to the Legal Office Assistant who shall review the completed inventory for accuracy and then both Office Assistants



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

will sign the Log Book Entry to verify the transfer of funds.

- (2) Each Log Book entry shall include the name of the inmate recipient, prison identification number, type of payment, (such as: cash, money order, personal check) and the total dollar amount received.
- (3) At the end of the work shift, the Legal Desk Office Assistant shall prepare a Microsoft Excel Spreadsheet itemizing and then totaling all fund transactions for that business day.
- (4) The Legal Office Assistant will then sign the Spreadsheet and collect all funds and the Spreadsheet and deliver the funds to the Inmate Trust Office.
- (5) Trust Office staff will then verify the accuracy of the funds and sign the Spreadsheet indicating the transfer of the funds from the Mailroom to the Trust Office.

g. Generally, inmates are not eligible to receive Supplemental Security Income (SSI) checks from the Social Security Administration or welfare checks from the Department of Social Services (DSS)/county welfare agencies.

- (1) The Associate Warden, Business Services, shall appoint a facility representative to assist outside agencies in determining an inmate's eligibility.
- (2) Mailroom staff shall deliver all received SSI and/or welfare checks to the accounting office. The accounting officer shall notify the facility representative the checks are being held pending a determination of eligibility. Unauthorized checks shall be returned to the appropriate agency.

h. When a U.S. Government check is received for an inmate who is no longer at the institution, the following shall occur:

- (1) If the inmate is deceased or discharged, the check and the envelope shall be forwarded to the Trust Office for processing.
- (2) If the inmate has transferred to another institution, the check shall be forwarded to the Trust Office for processing.



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

- i. Funds from other inmates/ex-inmates shall be from approved correspondents.
- j. Funds from families of other inmates shall not be accepted unless the other inmates are members of the same family.
- k. The "Funds Received" form will report each recipients name, identification number, type of payment (check, money order), and amount.
- l. Funds entering the facilities:
 - (1) ~~When funds are discovered inside incoming mail the following steps need to be taken:~~
 - (2) CDCR 128B chrono will be written with Inmate's name, CDC#, housing, amount of funds, serial # or money order#, Officer's name printed, facility and date chrono was written.
 - (3) Chrono and money order will be attached and placed in the Level III Central Control locked box designated for Trust Office.
 - (4) Copy of the inmate's chrono will act as a receipt for the received funds.

54010.21
PUBLICATIONS

Publications are reproduced, handwritten, typed/printed, and/or pictorial materials including books, periodicals, newspapers and pamphlets. Inmates may subscribe to newspapers, periodicals, and purchase books. All publications must be sent directly by a publisher or bookstore that does mail order business. This section shall be adhered to in accordance with C.C.R., Title 15, Section 3134.1; the Warden must authorize any exceptions.

- a. Other limitations on the number of publications an inmate may Posses at one time are applicable. The limitation shall be consistent with the Authorized Personal Property (APPS), starting at DOM Section 54030.17. Publications exceeding the APPS allotment will be stored as excess property.
- b. Donations of publications, as authorized by the Warden, may be accepted unless otherwise prohibited.
- c. CDCR as an entity shall develop a centralized list of disapproved magazines or publications. Local institutions may not add items to the centralized list.
- d. Third Party books are not allowed; they must come directly from



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

vendor.

54010.22

**CORRESPONDENCE BETWEEN
INMATES/PAROLEES/PROBATIONERS**

This section shall be adhered to in accordance with C.C.R., Title 15, and Section 3139. Inmates of separate correctional facilities may correspond with each other providing prior approval of the institution head of the correctional facility where the inmates are confined has been obtained. The authority to approve or deny such correspondence may not be delegated below the staff level of correctional or facility captain.

1. If a previous approval was granted while both inmates involved were at institutions other than CSP-Corcoran, the inmate must submit a copy of that approval to his counselor for verification of good standing before approval to correspond is continued at this institution.
2. With prior approval, inmates who are co-litigants in an active court case may be allowed to correspond. The correspondence is for legal case matter only, and will be handled as non-confidential mail.
3. Inmates may request approval to correspond with other inmates or parolees by contacting their Correctional Counselor. The Counselor will arrange an interview with the requestor and review their file to obtain the information required to complete the Form 1074, Request for Correspondence Approval. The counselor will determine if the request meets the requirements for approval, recommend approval or denial, sign the form and forward it to their supervisor or person authorized to sign the form.
4. The decision to approve or deny a request may be based on, but not limited to, the following criteria:
 - Changes in case factors such as increase in custody.
 - Security needs.
 - Whether the correspondents are immediate family members.
 - If no family relationship exists between the prospective correspondents, the inmate must provide evidence of a reasonable and legitimate purpose for request to be approved.
5. The reviewer shall approve or deny the request and sign the CDCR Form 1074. If the request is denied, copies shall be forwarded as follows:
 - One copy to the Mailroom File.



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations

Article 41
Inmate Mail

Section: 54010

- One copy to the Central File.
 - One copy sent to the facility or parole office.
 - One copy sent to the requesting inmate as notification of denial.
6. If the request is approved, four copies of the form shall be forwarded to the facility housing the proposed inmate correspondent or the parolee's agent, and one copy shall be retained as a pending copy.
 7. Each counselor shall ensure the mailroom and housing unit staff receives a copy of the CDCR Form 1074 for each approved inmate. The mailroom shall maintain a current record of CDCR Form 1074's.
 8. If the Institution receives mail from an unapproved inmate/parolee correspondent, staff shall contraband said mail.
 9. Letters received in the incoming mail for another inmate other than the one the envelope is addressed to will be considered contraband for trying to circumvent the mail system.

FORMER INMATES

Inmates confined in departmental facilities may correspond with former inmates. Prior approval of the Warden is required if the person was discharged from a correctional facility within the past twelve months. Both the Warden and the person's case supervisor must grant the required approval, if the person is currently under parole, probation or outpatient supervision. This section will be adhered to in accordance with C.C.R., Title 15, and Section 3140.

**54010.26
FORWARDING
MAIL**

Mail received for an inmate who has been transferred from the facility where the mail is received will be immediately forwarded to the new facility, administrative office or agency to which the inmate's custody has been relinquished. This section will be adhered to in accordance with C.C.R., Title 15, and Section 3133(f).

Note: Facilities with different P.O. Box Numbers: the mailroom staff according to the P.O. Box Number separates Incoming Mail. Facilities 3A, 3B, 3C, ASU, Level 1, Correctional Treatment Center (CTC), 4A and 4B each have a different P.O. Box number. Daily newspapers will be re-routed to other housing units within the facility only. Re-routing of newspapers within a facility will not continue beyond 60 days in any case. Inmates are responsible for



California Department of
Corrections and Rehabilitation

California State Prison-Corcoran

DEPARTMENT OF OPERATIONS
MANUAL SUPPLEMENT

Chapter: 5
Custody and Security
Operations


Article 41
Inmate Mail

Section: 54010

**notifying the publishers of their subscriptions of any change
of address.**

**54010.28
APPEALS
RELATED TO
MAIL**

1. Inmates shall use the established appeal procedures outlined in the CCR Section 3084.
 - a. Incoming mail disallowed per institution procedures, shall be destroyed 15 working days after the notification of undelivered mail is forwarded to the inmate unless one of the following dispositions has been chosen:
 - b. The inmate must notify the Mailroom Staff, via return of the CDCR 1819, Notification of Disapproval within 15 working days, which is to receive the mail. The inmate must authorize withdrawal from his trust account to pay the expense of mailing, or provide sufficient postage stamps already in the inmate's possession.
 - c. The inmate must notify the Mailroom Staff, via return of the CDCR 1819, within 15 days, the disallowed mail should be held pending appeal. The appeal must be submitted within 15 days of notification the mail is disallowed. The disposition of the undelivered mail will be postponed until a decision is made at the third level of appeal review. If denied at the third level, the item will be disposed of as provided in CCR 3191(c).


DAVE DAVEY
Warden (A)
California State Prison - Corcoran