


DVI Institutional Supplement

 California Department of Corrections and Rehabilitation OPERATIONS MANUAL	Chapter: 5 Custody and Security Operations
	Article: 41 Mail
	Section: 54010 Inmate Mail

54010.10/54010.12 INSPECTION AND READING OF INCOMING AND OUTGOING MAIL

The Deuel Vocational Institution (DVI) Mailroom is equipped with seven (7) dedicated Strategic Offender Management Systems (SOMS) with seven (7) Inmate Locator Capabilities to verify inmate addresses for mail without housing or mail for inmates that have transferred, changed housing, out to court, etc.

All incoming mail must have the inmate's correct name and complete and correct California Department of Corrections and Rehabilitation (CDCR) prison number. All mail that does not have a cell/bed number on it, including newspapers and magazines, will be delivered using the CDCR prison number.

All incoming newspapers that are not shipped in bulk or in a bundled fashion, i.e., individually wrapped will be subject to thorough inspection by the mailroom staff for contraband prior to being issued.

In accordance with California Code of Regulations (CCR) Section 3133 (b)(4) "Facilities shall not require incoming books, magazines, or newspapers to have an institution pre-approved (vendor approved) label affixed to the packaging." A departmental approved vendor is any publisher, bookstore, or book distributor that does mail order business, including periodicals, or other publications that are mailed from a religious organization.

In accordance with CCR, Section 3134.1 (a) "Publications. Inmates may subscribe to, purchase, or have items sent 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, periodicals or other publications directly to inmates and state that they are a donation."

In accordance with CCR, Section 3134.1 (c) "Processing and Inspection of Incoming Books. All incoming paperback and hardback books, and any enclosures within them shall be inspected, prior to issuance to ensure they comply with 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, if that option is declined, decide how the book is to be disposed of, per CCR, Section 3191 (c). If the inmate chooses to accept the book, staff shall ensure the book does not violate any other departmental regulation, and then shall remove the entire cover in front of the inmate."

Inspection and reading of incoming and outgoing mail, under CCR, Section 3134.1(d), states a CDC 1819, Notification of Disapproval-Mail/Packages/Publications (Attachment A), must be sent to the inmate, plus a separate notice in the form of a letter must be sent to the publisher, when the institution disapproves a publication.

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All incoming books will be initially processed through Receiving and Release (R&R). If first class mail does not have a name or CDCR prison number, it will be returned to sender. Any magazine or newspaper that does not have a name or correct and complete CDCR prison number will be made available to the inmate population by giving them to the Library.

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All incoming mail will be categorized/sorted according to the day it was received at DVI from the Tracy Post Office. Mailroom staff will track how long incoming inmate mail is stored in the mailroom utilizing a computer based tracking system. The tracking of the storage length of inmate mail will begin the day it was received from the Tracy Post Office and measured in whole day increments, i.e., 1-24 hours = 1 day, >24-48 hours = 2 days, etc. Reasons shall be ascertained and documented anytime the storage of inmate mail exceeds 2 days. The tracking system utilized by the mailroom staff shall provide the actual date, the number of days out, and reasons for anytime the storage of inmate mail exceeds 2 days. The completed tracking system for the month will be forwarded on a monthly basis to the Associate Warden-Operations, Custody Captain, and Use of Force Coordinator. The Inmate Assignment Lieutenant shall monitor and ensure the mailroom supervisor utilizes the tracking system appropriately. The Inmate Assignment Lieutenant and mailroom supervisor shall retain electronic copies of the monthly tracking system for a period of no less than three (3) years. Hard copies of the monthly tracking system shall be retained according to the Department's Records Retention Schedule.

Any mail received at the Tracy, California Post Office that is immediately recognized as unacceptable, (i.e., bubbled or padded envelopes, oversized greeting cards, etc.) will be returned to sender directly from the Post Office. A CDC 1819 form will be sent to the affected inmate. Any mail that has additional postage due will not be accepted from the Post Office and will be returned to sender. Mail that is misaddressed will be processed last.

All incoming mail will be addressed to one of the following Tracy, CA Post Office boxes:

PO Box 20 – Legal mail and money orders/checks. PO Box 400 – Business/administrative mail.

PO Box 600 – Regular inmate mail.

PO Box 378000 – Mail from the State Controller's Office.

All incoming non-legal mail addressed to inmates will be opened with an automatic mail opener and inspected before delivery to the inmate. The mail will then be re-sealed with either tape or staples. The inspection will be conducted to remove any funds enclosed for deposit into the inmate's trust account, and to prevent the introduction of contraband into the institution.

The back of the envelope will be stamped as appropriate to show receipt of stamps, photos, and envelopes; or denote "No Letter Enclosed" and/or "Visiting Questionnaire Removed for Processing."

No "Collect-on-Delivery" (COD) packages or letters of any kind will be accepted for an inmate.

All outgoing inmate mail will also undergo inspection. The purpose of this visual and physical inspection of the envelope and its contents shall be to prevent the sending of contraband material only, and shall be in accordance with approved Department policy. All outgoing inmate mail will be stamped on the outside of the envelope, "State Prison Generated Mail."

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When money orders or checks are received, mailroom staff will ensure that all required information is denoted, including the inmate's correct name and CDCR number. Mailroom staff will then input the name, CDCR number, the amount of the money order/check and the sender's name and generate a receipt for the inmate. The receipt will be placed in the inmate's correspondence and forwarded with the daily mail. At the end of each day, a duplicate manifest will be printed to balance money orders/checks received with inmate receipts. The original manifest will be forwarded, along with the money orders/checks to the Accounting Office, and a copy will be kept by the mailroom supervisor. All funds will be hand carried to the Trust Office by 1:30 pm of each business day.

All incoming magazines and other publications will be inspected/reviewed by the mailroom supervisor.

Incoming mail will be picked up from the Tracy, California Post Office by mailroom staff at 0900 hours, Monday through Friday, except holidays.

Incoming mail is processed and dispatched to the Main Control pedestrian sallyport by 1500 hours, Monday through Friday and if necessary, Saturdays, Sundays and Holidays. Unit officers are responsible for picking up their respective unit mailbags and distributing inmate mail.

The Third Watch Search and Escort (S&E) officer #2 is responsible for distributing inmate legal mail. Legal mail will be removed from the locked box in the Satellite Mailroom and delivered to each inmate. The inmate will be positively identified prior to staff issuing the mail. An attached receipt will be signed by the inmate and returned to the Satellite Mailroom. If legal mail cannot be delivered to the inmate, an explanation will be documented on the attached receipt.

All correspondence addressed to the institution which may contain actual or potential "hold" information will be immediately processed by mailroom staff and placed in the appropriate Records Office mailbox in the Mail Delivery Room. Such correspondence includes communications from law enforcement agencies, District Attorneys, U.S. Immigration and Naturalization Service, and any out-of-state prison or parole agency. Inmate mail from the aforementioned agencies will be delivered to the inmate.

All correspondence (letters or packages) addressed to DVI Investigative Services Unit (ISU), Institution Gang Investigator (IGI), or addressed to any DVI employee will be considered confidential in nature and **will not be opened by mailroom staff**. In the event a letter or package arrives from an outside law enforcement agency, District Attorney's office, or any other government agency, mailroom staff will contact an ISU/IGI staff member to inspect and open the letter/package to ensure that confidentiality is maintained.

All Third Watch Unit officers shall forward inmate mail to the appropriate Wing/Dorm if the inmate is still at DVI. All unit officers issuing mail are responsible for ascertaining accurate inmate housing by using SOMS.

Inmate mail will **NOT** be returned to the institutional mailroom if the inmate is still at DVI. The mailroom will report any returned inmate mail to the appropriate Division Head. The SOMS, GA-154's, or Daily Movement Sheets (DMS) will be utilized to correctly reroute inmate mail.

Stamps received via the mail will be counted and forwarded to the inmate with the total indicated on the envelope. Inmates wishing to receive and use stamps are informed that the mailroom will not be held responsible for unverified claims of loss.

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All outgoing mail must be properly addressed, including zip code, on the front of the envelope, and must meet the following criteria:

- Writing must be legible. Handmade or altered envelopes will not be accepted for mailing.
- Outgoing inmate mail must contain a correct return address on the outside of the envelope. It will include the inmate's name, CDCR identification number, housing number, and institution address.
- If the inmate's name appears on the outgoing mail, but the return address is incorrect or incomplete, the mail will be returned to the inmate. If the inmate's identity cannot be determined by other means, the mail may be opened and inspected for that purpose.

First Watch Wing/Dorm officers will collect and process outgoing inmate mail from all housing units. The mail will be inspected, sorted and placed in the tan canvass mail bags that correspond with the affected unit. Staff will deliver the mailbag to the pedestrian sallyport located at the Center Corridor upon the completion of their shift.

Rev
09/15 All outgoing mail shall undergo inspection by appropriate staff, (First Watch Wing officers, and/or mailroom staff) to ensure compliance with Department policy.

Rev
09/15 The Third Watch Wing Officers will pick up outgoing mail from the tiers prior to the completion of their shift.

The First Watch Unit officers will separate outgoing mail and bundle it with rubber bands as follows:

- "Confidential" correspondence bundle (including mail in metered envelopes from indigent inmates)
- Non-confidential correspondence bundle for mail from indigent inmates (metered envelopes)
- Stamped letter bundle (separated according to similar size)

Other than indigent inmates, inmates must provide their own postage. If an inmate has no postage stamps or embossed envelopes, he may sign a Trust Account Withdrawal Order for postage to send out mail.

All outgoing mail will be delivered to the Tracy, California Post Office Monday through Friday (excluding holidays) no later than 1430 hours.

Monday through Friday (excluding holidays) outgoing staff mail from the institutional mailboxes must be placed in the outgoing mail tub(s) located in the Satellite Mailroom by 1300 hours for mailroom staff to pick up.

54010.08 RECEIPT OF MONEY ORDERS AND CHECKS IN INCOMING MAIL

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When a check and/or money order is received for deposit into an inmate's trust account, mailroom staff will perform the following tasks:

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- Make a photocopy of the envelope that contained the check/money
- Attach the check/money order to the photocopy of the envelope in which it was received.
- List the check/money order received on the Daily Trust Report (Attachment A).
- Each business day by 1:30 pm, hand deliver the Daily Trust Report, checks, money orders, and photocopies of envelopes for that day's receipts to the Accounting Office Cashier.

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Accounting Office Cashier will perform the following tasks in the presence of the mailroom staff delivering the day's receipts:

- Verify the number of checks/money orders and amounts listed on the Daily Trust Report against the actual checks/money orders for the day's receipts.
- Prepare a receipt for the total of the day's receipts and provide a copy to the mailroom staff.

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Within one (1) business day after the receipt of the checks/money orders from the mailroom, Accounting Office staff will perform the following tasks:

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- Verify that the check/money order is acceptable for deposit.
- Stamp the photocopy of the envelope with the following information as shown in Deuel Vocational Institution ACCEPT FOR DEPOSIT stamp (Attachment B):

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- Accept for Deposit
- Date of receipt
- Dollar amount of check/money order accepted for deposit
- Initials of Accounting Staff receiving the check/money order
- Route the stamped photocopy of the envelope to the inmate to serve as proof of receipt until a receipt is generated from the Trust Restitution Accounting Canteen System

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- If the deposit is not acceptable, Accounting Office staff will stamp the photocopy of the envelope with the following information as shown in Deuel Vocational Institution RETURN TO SENDER stamp (Attachment C):

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- Returned to Sender
- Date of Return
- Dollar amount of check/money order returned
- Initials of Accounting Staff returning the check/money order
- Route the stamped photocopy of the envelope to the inmate to serve as notice that the check/money order was returned to sender

54010.10 ITEMS ENCLOSED IN FIRST CLASS MAIL (Continued)

Institution with incoming First Class Mail. However, writing tablets may still be purchased at the Canteen and through the quarterly package process. Similarly, loose leaf writing paper will continue to be processed by the mailroom staff as a First Class Mail enclosure and routed to the various recipients.

Inmates are allowed to receive the following stationary items. The amounts shown are not to exceed the maximum allowed per Departmental Operations Manual 54030.1

- a. Forty (40) regular size or business size envelopes.
- b. Five-hundred (500) sheet loose leaf writing paper.
- c. One (1) clear see-through non-mechanical plastic pen (black or blue ink only, no rubber grips or gel pens) or three (3) lead pencils of any color. General Population (GP) inmates may receive four (4) ink pens and twenty (20) lead pencils.

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54010.14 CORRESPONDENCE THAT IS OFFENSIVE / THREATENING / CONTAINS SECURITY CONCERNS


Inmates may not receive or send the following items via first, second, third or fourth-class mail:

- Padded or bubbled envelopes.
- Stickers, self applied glitter, or glued or taped on items, including mailing labels.
- Trading or collector cards or posters.
- Hard plastic, identification, credit, laminated, metal or playing cards.
- Lottery, sweepstakes, games of chance tickets and/or discount coupons.
- Jewelry or homemade hobby type items.
- Picture frames or folders with pictures.
- Gang related photos including depiction of gang related hand gestures.
- Tattoo patterns, onionskin tattoo paper, or carbon paper.
- Photocopied material which infringes upon and/or circumvents copyright laws.
- Newspapers, magazines or books from sources other than authorized vendors.
- Hair of any kind.
- Bodily or excretory fluids.
- Lipstick or perfume saturated material including envelopes.
- Mechanical or retractable pens or pencils.
- Art or hobby craft material (including erasers).
- Construction, hobby craft or card stock paper.
- Photographs, or greeting cards, etc., larger than 8" x 10". Calendars (GP inmates only) may not exceed 12x12 inches with no metal spiral.
- Coded messages or any other items that may be deemed a threat to the safety or security of the institution.

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ATTACHMENTS:

Attachment A	Daily Trust Report
Attachment B	Deuel Vocational Institution ACCEPTED FOR DEPOSIT stamp
Attachment C	Deuel Vocational Institution RETURNED TO SENDER stamp
Attachment D	CDC 1819, Notification of Disapproval-Mail/Packages/Publications


N. T. GAUGHAN
Associate Warden
Operations


J. PRICE
Warden

Deuel Vocational Institution - Mailroom

Attachment A

Daily Trust Report

Report Printed:

Thursday, June 4, 2015

1:21:08 PM

CDC Number	Last Name	First Name	Type	Serial Number	Amount	Tracking Number	Processed by Employee

Report Totals:

Number of Entries: _____

Submitted by: _____

SIGNATURE

Amount Total: _____

PRINT NAME

Currency Type Values (Legend)			
CC	Cashier's/Business Check	MO	Money Order
PC	Personal Check	C	Cash

Deuel Vocational Institution

ACCEPTED FOR DEPOSIT

Date: _____
Amount: _____
Initials: _____

Deuel Vocational Institution

RETURNED TO SENDER

Date: _____
Amount: _____
Initials: _____

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)

INCOMING MAIL/PACKAGE
 OUTGOING MAIL/PACKAGE

LIST ITEM(S) WHICH MEET DISAPPROVAL CRITERIA

DESCRIPTION OF MATERIAL THAT MEETS DISAPPROVAL CRITERIA, INCLUDE CCR, TITLE 15 SECTION

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

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

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.