

CHAPTER 5, ARTICLE 41

INMATE MAIL

REVISED: JANUARY 2015

54010.5.1 Processing Requests for Indigent Inmate Envelopes

A minimum of once per week Accounting Office shall provide each Facility Captain with a list of indigent inmates who are located on their facilities. Facility Captains shall deliver list to Facility Lieutenants/Sergeants, who are responsible for ensuring that the issuance of indigent supplies is completed.

Progressive documented discipline will result for those inmates who continue to attempt to circumvent the indigent envelope process. Once per week five (5) brown blank indigent envelopes shall be distributed to indigent inmates.

54010.7 Identifying Mail Originating From California State Prisons

Control Booth Officers who process outgoing mail during First Watch hours shall be responsible for stamping each outgoing piece of mail with a supplied stamp that reads, "California Department of Corrections and Rehabilitation." Only black ink will be used when affixing this stamp to outgoing mail. Additionally each Control Booth has been supplied with one (1) of the aforementioned stamps, which is included and to be inventoried on the Control Booth inventory each watch.

Mailroom staff that process outgoing packages or parcels will be responsible for stamping each outgoing parcel with the aforementioned stamp.

54010.8 Inspection and Reading of Incoming and Outgoing Mail

After mail is received from the United States Postal Service (USPS), Mailroom staff shall first sort mail that is properly addressed from mail that is improperly addressed. Improperly addressed mail, which will require further investigation to determine the inmate's current location, will be set aside and placed on the look-up desk in the Mailroom for further processing. All incoming mail will be searched and processed in accordance with California Code of Regulations (CCR), Title 15, Article 4, Mail. All opened mail shall be resealed with tape only.

Upon completion of the search, the reviewing official will place a stamp on the back of each envelope identifying the contents, as well as designated inspector number.

All searched/processed mail will be placed in the appropriate housing unit bin in preparation for delivery. Once completed, mail will be placed in mailbags designated for each housing unit and the Correctional Treatment Center (CTC). All mailbags shall be delivered to each facility's plaza gate, Facility M and the CTC by Mailroom staff, no later than 1600 hours, Monday-Friday. Inmates who are housed long term in an outside hospital will have their mail delivered to them via the Hospital Sergeant. On Tuesdays and Thursdays, Hospital Sergeant will pick up mail from the Mailroom to ensure delivery.

Facility staff will take possession of the mailbags from their prospective plaza gate/location and deliver them to each housing unit by no later 1700 hours.

Unit staff will sort and deliver all mail to the inmates by 1830 hours. Mail for those inmates who have transferred out of the unit will be returned to facility program office and processed as "re-route mail."

Inmates are required to place their unsealed, outgoing mail in mailboxes located within each housing unit or at their cell door by no later than 2200 hours. Mail at the cell doors shall be picked up by Third Watch staff and placed in the unit's mailbox. Unit staff will ensure that all outgoing inmate mail complies with DOM, Section 54010.6, *Recipient's Address*. Mail failing to meet criteria shall be returned to the inmate with a note explaining the discrepancy.

At the beginning of First Watch (2200 hours), unit/facility staff will remove outgoing mail from the unit mailbox and transfer mail to the Housing Unit Control Booths.

Control Booth Officers are responsible to screen each non-confidential, outgoing letter for contraband and content in accordance with the CCR, Title 15, Article 4, Mail.

The reviewing Control Booth Officer shall stamp the envelope as described in Department Operations Manual (DOM), Section 54010.7, thus approving it to be mailed out.

Should any staff member who is processing outgoing inmate mail, discover a problem/discrepancy with the mail, he/she must immediately submit it for supervisory/administrative review. First Watch staff that screen/search outgoing inmate mail must immediately bring any concerns to the attention of their immediate supervisor (i.e., *Facility Program Sergeant and/or First Watch, Watch Commander*).

If, after supervisory review, the supervisor concurs with the need for further review, mail must be immediately forwarded to the appropriate Captain for disposition, as described in DOM, Section 54010.14.

After the outgoing mail has been processed/searched, Control Booth Officer will seal the mail, separate it into four (4) bundles, secure the bundles by using rubber bands and place all outgoing mail in the designated mailbag. Control Booth Officers will separate mail into the following bundles:

- Regular mail
- Confidential mail
- Inter-institutional mail
- Indigent mail

Upon Control Booth Officer's completion of processing, mailbag will be picked up by a designated facility staff and delivered to facility plaza gate. All mailbags shall be delivered to the plaza gates by no later than 0100 hours.

First Watch, Watch Search and Escort (S&E) Officer, will collect all mailbags no later than 0400 hours, deliver them to the Mailroom, and place them in designated receptacle. Under no circumstances will the Outside Patrol Sergeant (OP) enter the Institution to retrieve the Institutional Mail.

Monday through Friday, Mailroom staff will process all outgoing mail for pick-up by the USPS.

54010.81.1 Items Enclosed in Incoming First Class Mail

Items enclosed within incoming First Class mail may include:

- Photographs

PROGRAM	Limit	Size
Level's 1-4	No Limit	8"x10"
Administrative Segregation Unit (ASU)	15	8"x10"

- Blank envelopes (Maximum=40)

54010.9 Inspection of Incoming and Outgoing Packages

Prior to being delivered to Receiving and Release (R&R), all incoming packages will be logged and searched by utilizing an X-Radiation (X-Ray) machine located within the Mailroom. The log sheet shall be sent with packages to R&R. R&R staff will sign for the packages and return the log sheet to the Mailroom. Mailroom staff will be responsible for transportation of packages to and from R&R.

54010.11 Certified Mail

Incoming Certified Inmate Mail shall be logged on the Confidential Mail Log and annotated with an asterisk "*." Prior to issuance, the inmate will be required to sign the Legal Mail Log, indicating receipt of the Certified mail. If inmate refuses sign for the mail, it will be returned to sender.

54010.12.3 Processing Incoming Confidential Mail

All confidential mail, also referred to as "legal mail," shall be delivered to each receiving inmate no later than 2000 hours, and will be inspected in accordance with CCR, Title 15, Section 3144, *Inspection of Confidential Mail*. If inmate refuses to sign for the legal mail, it shall be returned to sender.

Mailroom staff shall maintain a record of all incoming/outgoing confidential mail and generate a log for each facility, identifying the recipient and sender of all confidential correspondences. Prior to issuance and opening of confidential mail, the inmate must sign the Confidential Mail Log for each piece of mail received. If during the issuance of Confidential Mail, staff discovers housing assignment of the inmate receiving mail has changed, a staff is directed to utilize the Strategic Offender Management System (SOMS) or equivalent, to ascertain inmate's current location. Once located, facility staff member will deliver mail to inmate's new housing assignment and issue mail.

In the event inmate receiving mail has transferred out of the Richard J. Donovan Correctional Facility (RJDCF), confidential mail will be returned to the Mailroom with a notation on the Confidential Mail Log, noting inmate's transfer. Mailroom staff is directed to forward the Confidential Mail in accordance with DOM, Section 54010.26, *Forwarding Mail*.

Any staff processing outgoing confidential mail shall ensure it meets criteria described within this section of the DOM.

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

Pursuant to CCR, Title 15, Section 3134.1(d), notice is to be sent to publishers when disapproving a book, magazine, or publication not already noted on the Centralized List of Disapproved Publication (Attachment A). When a book, magazine, or publication that does not appear on the Centralized List of Disapproved Publication is disapproved, staff must issue a Notification of Disapproval-Mail/Package/Publication (CDCR 1819) (Attachment B).

The following notification process will be implemented:

1. Mailroom staff will complete a CDCR 1819.
2. Mailroom staff will note the following on the CDCR 1819:
 - Inmate's Name
 - Identification (ID) number
 - Publication
 - Title
 - Publisher
 - Pages which meet the disapproval criteria
 - Description of material that meets the disapproval criteria, including CCR, Title 15, Article 4, *Mail*
3. CDCR 1819 will be routed to the Correctional Business Manager I (CBM I) for verification of disapproval.
4. CBM I will sign the CDCR 1819 and route to Mailroom Supervisor for distribution to Inmate.
5. Designated mailroom staff will complete the approved formatted letter (Attachment C) to advise publisher of the disapproval. The only approved change to formatted letter will be a change to the institution name and address. It is noted that the institution is only required to send one (1) notification letter to publisher noting inmate's last names and identification numbers of all intended recipients. However, as the letter must be sent within fifteen (15) calendar days of the determination to disallow the book, magazine or publication, more than one (1) letter may need to be sent to publisher.
6. A. copy of the notification letter and accompanying CDCR 1819 will be retained by Mailroom. The Mailroom will retain this documentation for a minimum of seven (7) years

54010.18 Funds Enclosed in Correspondence

Checks or money orders must include inmate recipient's name and Department ID number in ink. Cash received for inmates shall not be accepted and shall be returned to the sender following guidelines established in DOM, Section 54010.18. All funds received in the Accounting Office are recorded and totaled. In the event the funds are received for an inmate who is no longer housed at the RJDCF, adherence to established policy within DOM, Section 54010 shall be adhered to.

54010.18.1 Receipt of Social Security/ Welfare/Tax Refund Checks

Senior Accounting Officer has been designated to assist outside agencies in determining an inmate's eligibility to receive Social Security/Welfare/Tax Refund Checks.

54010.21 Publications

In an effort to expedite processing of publications, should the inmate's housing assignment change, mailroom staff will forward the post per DOM, Section 54010.26 and advise the inmate to contact the vendor and update their mailing address.

54010.22.2 Correspondence Between Inmates in SHU/ASU/PSU/ THU/ BMU

For inmates housed in ASU, correspondent approvals are limited to the following inmates, unless they violate CCR, Title 15, Section 3006 or other aspects of the regulations:

- Immediate Family Members as defined in CCR, Title 15, Section 3000
- Co-litigants on active cases, until the case is resolved
- Incarcerated natural parent of the inmate's child

54010.26 Forwarding Mail

For inmates housed at the RJDCF, reroute mail will consist of the following:

- Housing unit staff will ensure mail is returned to the Program Office.
- Search and Escort (S&E)/Yard Officer will utilize the SOMS or equivalent to locate the current housing assignment for each inmate.
- For inmates still housed on the facility, mail will be routed back to appropriate housing unit.
- For inmates who are housed on a different facility, including the CTC, mail will be hand carried to each appropriate Facility Program Office or CTC for distribution.

Mail for inmates who have transferred to another institution will be labeled accordingly with the appropriate institutional acronym. Mail for inmates who are Out-to-Court (OTC) or hospital will be labeled accordingly with "OTC" or the hospital's acronym (*i.e., TCMC-Tri-City, etc.*)

For inmates who have paroled, their mail will be returned to sender (RTS). This mail will be labeled "Paroled" and "RTS." In addition, the institution's address must be marked out to prevent the USPS from returning it back to the RJDCF. Lastly, any tracking bar codes attached to the envelope must be removed or marked through to prevent the USPS form returning it back to the RJDCF. This type of mail is to be placed in the empty Legal Mail bag and returned to the Mailroom.

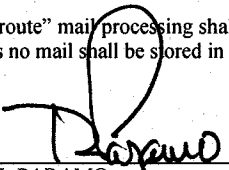
Every effort will be made in locating an inmate for mail delivery. It will be incumbent upon the S&E/Yard Officer to use all information affixed to the envelope (*i.e., first/last name, CDCR number, etc.*) to locate the inmate. Once all options of identifying the inmate have been exhausted and it is determined that he cannot be located, mail will be labeled "RTS" and "Unable to locate." In addition, the institution's address and any tracking bar codes must be marked out to prevent the USPS form returning it back to RJDCF. This type of mail is to be placed in the empty Legal Mail bag and returned to the Mailroom.

Upon return of any mail to the mailroom, mail will be prepared in three (3) bundles. The bundles will be labeled "RTS," "Transfers," and "OTC/Hospital," and bundled together with rubber bands. There should not be any other abbreviations used when redirecting mail.

Failure to adhere to the aforementioned procedure will result in mail being returned to the facility for proper processing.

If facilities cannot process the "re-route" mail due to a current emergency, it shall be processed as soon as possible, but no later than two (2) calendar days from date of that occurrence.

All "re-route" mail processing shall be completed by 2200 hours on a daily basis, as no mail shall be stored in the Facility Program Offices.



DANIEL PARAMO
Warden
Richard J. Donovan Correctional Facility

1/2/15
Date

ATTACHMENTS:

- Attachment A - Centralized List of Disapproved Publications
- Attachment B - Notification of Disapproval-Mail/Packages Publications (CDCR 1819)
- Attachment C- Disapproved Publication Formatted Letter

Centralized List of Disapproved Publications

Revised 1/09/2015

Attachment A

*Each publication on this list was determined to meet the criteria of CCR Section 3134.1 on a case by case basis

Publications

18 EIGHTEEN MAGAZINE
200 UNCENSORED SEX ACTS
2PAC VS. BIGGIE
30 SOMETHING MAGAZINE
300 UNCENSORED SEX ACTS
40 SOMETHING MAGAZINE
50 NIGHTS IN GRAY
500 FAIRY MOTIFS
500 UNCENSORED SEX ACTS
A GAME OF THRONES: THE GRAPHIC NOVEL; VOLUME ONE
A GAME OF THRONES: THE GRAPHIC NOVEL, VOLUME TWO
A PRIVATE PASSION
AAA ROAD ATLAS: TRAVEL WITH SOMEONE YOU TRUST
ALGIERS TOMORROW
ALL MAN MAGAZINE
AMATEUR X
AMERICA SWINGS
AMERICAN COMBAT JUDO
AMERICAN HARDCORE
AMERICAN VERNACULAR
AMIGOS DE LOS MUERTOS
ANAL ACTION
ANATOMY FOR THE ARTIST
ANGEL LUST, VOLUME 2 GALLERY OF GIRLS COLLECTION
ART-A SEX BOOK
ASIA 18
ASIAN WOMEN
BABE
BABY FACE
BASIC DRAWING
BEHIND THE PINK CURTAIN: THE COMPLETE HISTORY OF JAPANESE SEX
CINEMA
BEHIND THE SCENES
BEST OF BUSTY BEAUTIES
BIG BLACK BUTT
BIG BOOBS
BIG BOOTY CLUB
BIG BUTT
BIG ONES
BIKER

Centralized List of Disapproved Publications

Revised 1/09/2015

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BIZARRE
BIZARRE MAGAZINE
BIZZY BONE INSIDE A BIZZY MIND
BLACK & STACKED
BLACK AND GREY'S FINEST: A COLLECTION OF FINE TATTOO ART
BLACK AND WHITE AND BLUE; ADULT CINEMA FROM THE VICTORIAN AGE
TO THE VCR
BLACK BEAUTIES
BLACK BELT / KRAV MAGA
BLACK GIRL LOST
BLACK HEAT
BLACK INCHES
BLACK LUST
BLACK TAIL
BODY ART
BODY ART 2
BODY ART 3
BODY ART 4
BODY PAINTING
BOOK OF VILE DARKNESS
BOOTY
BOOTYLICIOUS
BORIS VALLEJO FANTASY ART TECHNIQUES
BRA BUSTERS
BRIAN FROUD'S WORLD OF FAERIE
BUD'S ART BOOKS CATALOG (DECEMBER 2011)
BUF
BUNNY YEAGER'S BEAUTIFUL BACKSIDES
BUNNY YEAGER'S DARKROOM
BURLESQUE
BUST OUT
BUSTY BEAUTIES
BUTT LUST
CELEBRITY SKIN
CELEBRITY SLEUTH
CHEEKS
CHERI SAMBA; THE HYBRIDITY OF ART (CONTEMPORARY AFRICAN ARTISTS
SERIES #1)
CHERI TEENS
CHERRY PIE
CHERRY POP
CINEMA BLUE
CINEMA SEWER VOLUME 3
CLEAVAGE
CLOSE SHAVE

Centralized List of Disapproved Publications

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CLUB CONFIDENTIAL
CLUB INTERNATIONAL
CLUB MAGAZINE
COLLEGE GIRLS
COLOR FOR PAINTERS: A GUIDE TO TRADITIONS AND PRACTICE
COMBAT CONDITIONING: THE CLASSIC U.S. MARINE CORPS PHYSICAL TRAINING AND HAND-TO-HAND COMBAT COURSE
COMPLETE ANATOMY AND FIGURE DRAWING
COMPLETE KRAV MAGA
CONCEPTIONS I
CONFESSIONS OF THE 100 HOTTEST PORN STARS
CONTEMPORARY CHICANA AND CHICANO ART: VOLUME I
CONTEMPORARY CHICANA AND CHICANO ART: VOLUME II
CRYPTOGRAM-A-DAY BOOK
CUBA
CULO
CURVACEOUS
D CUP
DIRTY SPANISH WORKBOOK
DARK LABYRINTH
DAY OF THE DEAD TATTOO ARTWORK COLLECTON: SKULLS, CATRINAS AND CULTURE OF THE DEAD
DAYS OF THE COUGAR
DIGNITY
DOME
DRACULINA
DRAWING & ILLUSTRATIONS
DRAWING FROM YOUR IMAGINATION
DRAWING HEAD AND FIGURE
DRAWING THE LIVING FIGURE
DREAM SPECTRES
DREAMS
DVD WORLD
DYING FOR THE TRUTH: UNDERCOVER INSIDE THE MEXICAN DRUG WAR
DYNAMIC FIGURE DRAWING
EAGER BEAVERS
EASY RIDER
ELITE WRESTLING: MOVES FOR SUCCESS ON AND OFF THE MAT
ELIXIR 1 IN SILENCE

ENCHANTED; THE FAERIE AND FANTASY ART OF LINDA REVENSCROFT
ERECTICA
EROTIC FANTASY ART
EROTIC STARS
ESCORT

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EVRY TRICK IN THE BOOK; MASTER THE ARTS OF MAGIC, JUGGLING, MIND
READING, SLEIGHTS-OF-HAND, AND MUCH MORE
EX MACHINA FACT V. FICTION
EX MACHINA MARCH TO WAR
EXPRESS
FABLES, 1001 NIGHTS OF SNOWFALL
FACE TO FACE
FAERIES
FAERY STONE
FAIRY SONG
FAST FEMINISM
FEDOR: THE FIGHTING SYSTEM OF THE WORLD'S UNDISPUTED KING OF
MMA
FILIPINO TATTOOS
FLAVAMEN
FOR THE CONNOISSEUR OF SUBMISSIVE FEMALES AND
TRADITIONAL DISCIPLINE
FORBIDDEN FLOWERS
FORCED WOMANHOOD
FORGOTTEN 2, THE PORTAL OF DESTINY
FOX
FOX XXXTREME
FRESHMEN
FRIENDS AND LOVERS
FROM STREET ART TO FINE ART-BLACK & WHITE TATTOO 1-3
FULL CUPS
GALLERY
GANGS AND THEIR TATTOOS; IDENTIFYING GANGBANGERS ON THE STREET
AND IN PRISON
GENESIS
GENT
GIRLS KISSING, VOLUME 1
GIRLS OF PENTHOUSE
GIRLS OF THE ORIENT
GIRLS OVER 40
GOT FIGHT
GREAT BIG BEAUTIFUL DOLL: THE ANNA NICOLE STORY
GREAT BOOK OF TATTOO DESIGNS
GROOVE, BANG AND LOVE
GUIDE TO GETTING IT ON
H PARA HOMBRES
H.R. GIGER'S NECRONOMICON II
HARD CURVES
HARDWARE GIRLS

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HARRINGTON ON CASH GAMES-HOW TO WIN AT NO-LIMIT HOLD 'EM
MONEY GAMES
HAWK
HEAVY METAL
HELL BOUND
HELL'S ANGELS: THREE CAN KEEP A SECRET IF TWO ARE DEAD
HIGH SOCIETY
HOMETOWN GIRLS
HONCHO
HOT ASIANS
HOT N OLDER
HOW TO BEAT UP ANYBODY
HOW TO DRAW & PAINT PIN-UPS & GLAMOUR GIRLS
HOW TO DRAW CHILLER MONSTERS, WEREWOLVES, VAMPIRES, AND ZOMBIES
HOW TO DRAW FANTASY FEMALES
HOW TO DRAW PIN-UPS AND GLAMOUR GIRLS
HOW TO MAKE LOVE LIKE A PORN STAR
HOWARD STERN - MISS AMERICA
HR GIGER ARH+
HUSH MAGAZINE
HUSTLER
I AM FREE THE ROBOTS GUIDE TO FREEDOM
IMAGINISTIX
IMPORTANT PHOTOGRAPHS AND PHOTOBOOKS
IN THE WIND
INCHES
INCREDIBLE COMIC BOOK WOMEN
INFINITE LOVE IS THE ONLY TRUTH EVERYTHING ELSE IS ILLUSION
INNOCENCE
INSIDE LINDA LOVELACE'S DEEP THROAT; DEGRADATION, PORN CHIC AND THE RISE OF FEMINISM
INSIDE OUT LOS ANGELES
JANUS
JIU-JITSU COMBAT TRICKS
JOE CAPOBIANCO SKETCHBOOK
JUGGS
JUNGLE GIRLS
JUST 18
JUST GIRLS
KANE
KICK ASS THE GRAPHIC NOVEL
KNAVE
KRAV MAGA – THE CONTACT COMBAT SYSTEM OF THE ISRAEL DEFENSE FORCES

Centralized List of Disapproved Publications

Revised 1/09/2015

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KRAV MAGA FOR BEGINNERS: A STEP-BY-STEP GUIDE TO THE WORLD'S
EASIEST-TO-LEARN, MOST EFFECTIVE FITNESS AND FIGHTING PROGRAM
LA LEYENDA DE LOS CROMOS; EL ARTE DE LOS CALENDARIOS MEXICANOS
DEL SIGLO XX GALAS DE MEXICO
LATIN INCHES
LATIN MEN
LEDA'S LIFE
LEG ACTION
LEG AND TAIL
LEG LOVE
LEG SEX
LEG SHOW
LEG WORLD
LEGAL AND TENDER
LESBIAN LICKS
LESBIAN LUST
LINDA LOVELACES DEEP THROAT
LIPS!!
LIVE YOUNG GIRLS
LOLLIPOPS
LOOKER
LOVE ME LIKE YOU HATE ME; LESSONS IN PLEASURE AND PAIN
LOVING BOYS VOL 1 AND LOVING BOYS VOL 2
LUIS ROYO III CONCEPTIONS
MAJESTIKA
MAMMOTH BOOK OF TATTOO ART
MAMMOTH BOOK OF TATTOOS
MANARA THE MODEL-EUROTICA
MANDATE
MARILYN MONROE METAMORPHOSIS
MARTIAL ARTS AMERICA: A WESTERN APPROACH TO EASTERN ARTS
MARTIAL ARTS: TRADITIONS, HISTORY PEOPLE
MASTERS & LEGENDS OF FANTASY ART
MATURE NYMPHOS
MAYFAIR
MEN

MEN IN LOVE: MEN'S SEXUAL FANTASIES; THE TRIUMPH OF LOVE OVER RAGE
MEN ONLY
MEN'S WORLD
MERMAIDS 2
METAMORPHOSIS
METAMORPHOSIS 2

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MONKEY
MONSTER TITS
MORE FORBIDDEN KNOWLEDGE:101 NEW THINGS NOT EVERYONE SHOULD
KNOW HOW TO DO
MR. SKINS SKINCYCLOPEDIA
MUAY THAI UNLEASHED
MYSTICAL SIRENS
MYSTIQUE MAGAZINE
NASTY DEBUTANTES
NAUGHTY NEIGHBORS
NERVE-THE FIRST TENS YEARS
NESTLER GIRLS: VOLUME ONE
NEW CUMMERS
NODA: POTRAITS OF PLEASURE
NUDE: THE JOB OF FIGURE DRAWING
NYMPH
OBEY
ON OUR BACKS
ONE MILLION TATTOOS; DESIGNS TO CREATE AND COLOR
OPEN LEG AND LACE
OUR TATTOO: THE BEST TATTOOS FROM THE WORLD'S BEST ARTISTS
OVER 40 MAGAZINE
OVER 50 MAGAZINE
PADDLES
PANDORA'S BOOK OF SEXUAL FANTASIES
PANTY PLAY
PATPONG SISTERS
PENTHOUSE
PENTHOUSE FORUM (Magazine)
PENTHOUSE LETTERS (Magazine)
PENTHOUSE VARIATIONS (Magazine)
PERFECT 10
PETITE

PIN-UP COLLECTION VOL. 1: THE ART OF MIKE "FEATHERTOUCH" SYKOWSKI
PIRATE
PLAYBOY
PLAYBOY'S ASIAN BEAUTIES
PLAYBOY'S LINGERIE
PLAYBOY'S NUDES
PLAYBOY'S SEXY GIRLS
PLAYBOY'S SILVERSTEIN AROUND THE WORLD
PLAYGIRL
PLAYGUY
PLUGGED AND PUMPED

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PLUMPERS AND BIG WOMEN
PORTFOLIO
PRACTICAL KUNG FU
PRINCIPLES OF FIGURE DRAWING
PRIVATE
Pu
PUNK
RAZZLE
REAL FIGHTING: ADRENALINE STRESS CONDITIONING THROUGH SCENARIO-BASED TRAINING
RED HOT AMATEURS
RED HOT COUPLES
SANTA'S HELPERS
SAS AND ELITE FORCES GUIDE: EXTREME UNARMED COMBAT
SCAR TISSUE
SCORE
SECRETS OF A PORN STAR
SEX FOR ONE: THE JOY OF SELF LOVING
SEX, THE ULTIMATE LOVER'S GUIDE
SEXO MARAVILLOSO
SHAMELESS ART
SHAVED
SHE COMES FIRST
SIGNS AND SYMBOLS
SILK STOCKINGS
SINNER TAKES ALL
SIRENS MAGAZINE CATALOG
SKIN TIGHT
SMUT VOLUME 2
SORAYAMA MASTERWORKS
SPECTACULAR SEX MOVES SHE'LL NEVER FORGET
SPECTRUM 14
SPECTRUM 18

SPECTRUM 19: THE BEST IN CONTEMPORARY FANTASTIC ART
SPECTRUM 20: THE BEST IN CONTEMPORARY FANTASTIC ART 20TH ANNIVERSARY VOLUME
SPECTRUM 3
SPECTRUM 4
STACKED
STAG
STRATEGIES OF AMERICA'S ELITE WARRIORS
STREET SHOP TATOO STENCILS, CREATING NEW DESIGNS FOR SKIN ART
SUBVERSIVE BEAUTY

Centralized List of Disapproved Publications

Revised 1/09/2015

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SUGAH
SUGAR IN MY BOWL
SUPERIOR TATTOO BIBLE: BOOK ONE
SUPERIOR TATTOO BIBLE: BOOK THREE
SWANK
SWANK CONFIDENTIAL
SWANK LETTERS
SWANK XXXTREME
SWEDISH SENSATIONS FILMS; A CLANDESTINE HISTORY OF SEX, THRILLERS,
AND KICKER CINEMA
SWEET 18
SWING
SWORD'S EDGE
SYMBOLISM
TABOO
TABU TATTOO XXX ADULTS ONLY MAGAZINE
TAI CHI CHUAN: CLASSICAL YANG STYLE: THE COMPLETE LONG FORM AND
QIGONG
TAIL END PRESENTS
TAO OF JEET KUNE DO
TAOIST SECRETS OF LOVE CULTIVATION MALE SEXUAL ENERGY
TATTOO BIBLE
TATTOO JOHNNY
TATTOO SOURCEBOOK
TATTOOFINDER.COM'S: TATTOO-PEDIA
TEASE TO PLEASE
TESTAMENT
THE ART OF DAVE NESTLER: WICKED INTENTIONS
THE ART OF DREW POSADA
THE ART OF FAERY
THE ART OF GENNADIY KOUFAY: HEATWAVE
THE ART OF ROCA: VOLUME ONE
THE ART OF SEXY
THE ART OF SEXY BY SHOW
THE BIG BOOK OF DRAWING
THE BOOK OF THE GENTALE TASADAY
THE CODE BOOK
THE COMPLETE GUIDE TO NAVY SEAL FITNESS
THE DAVE NESTLER SKETCHBOOK; VOLUME TWO
THE FABULOUS WOMEN OF BORIS VALLEJO AND JULIE BELL
THE FANTASY TATTOO SOURCEBOOK: OVER 500 IMAGES FOR BODY
DECORATIONS
THE FIGURE
THE FUTURE OF EROTIC FANTASY ART
THE GIRL WITH THE DRAGON TATTOO BOOK 1 (GRAPHIC NOVEL)

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THE HEART OF TANTRIC SEX A UNIQUE GUIDE TO LOVE AND SEXUAL FULFILLMENT
THE ICE MAN
THE ILLUSTRATIONS OF ROCKWELL KENT
THE JAPANESE TATTOO
THE LAST MAN: MOTHERLAND
THE LAST MAN: WHYS AND WHEREFORES
THE MAMMOTH BOOK OF ILLUSTRATED EROTICA
THE MAMMOTH BOOK OF TATTOOS
THE NEW AMERICAN PINUP: TATTOOED & PIERCED
THE NIGHT STALKER
THE NUDE FEMALE FIGURE; A VISUAL REFERENCE FOR THE ARTIST
THE OTHER HOLLYWOOD; THE UNCENSORED ORAL HISTORY OF THE PORN INDUSTRY
THE SECRET ART OF PRESSURE POINT FIGHTING
THE SECRET LIFE OF A SATANIST
THE SERIAL KILLER WHISPERER
THE SEX GUIDE FOR THE MODERN MAN: ROCK HER WORLD
THE TAO OF SEDUCTION
THE U.S. NAVY SEAL SURVIVAL HANDBOOK: LEARN THE SURVIVOR TECHNIQUES OF AMERICA'S ELITE WARRIORS
THE ULTIMATE COLLECTION
THE ULTIMATE GUIDE TO U.S. ARMY SURVIVAL SKILLS, TACTICS AND TECHNIQUES
THE ULTIMATE ILLUSTRATIONS

THE UNITED STATES NAVY SEAL SURVIVAL HANDBOOK: LEARN THE SURVIVAL TECHNIQUES AND STRATEGIES OF AMERICA'S ELITE WARRIORS
THE WORLD OF JACK J. MORRIS
THIS SIDE OF PARADISE; BODY AND LANDSCAPE IN LOS ANGELES PHOTOGRAPHS
THREESOMES
THROUGH A GLASS DARKLY, PICTURES OF MYSELF AND OTHERS
TIGHT MAGAZINE
TORSO
TRANSFORMATIONS
TRIAGE X #1
U. S. AIRFORCE SURVIVAL HANDBOOK
U.S. ARMY COUNTERINTELLIGENCE HANDBOOK
U.S. ARMY HAND-TO-HAND-COMBAT
U.S. ARMY SPECIAL FORCES GUIDE TO UNCONVENTIONAL WARFARE: DEVICES AND TECHNIQUES FOR INCENDIARIES
U.S. MARINE CLOSE COMBAT FIGHTING HANDBOOK
U.S. MARINE COMBAT CONDITIONING

Centralized List of Disapproved Publications

Revised 1/09/2015

*Each publication on this list was determined to meet the criteria of CCR Section 3134.1 on a case by case basis

U.S. NAVY SEAL FITNESS
U.S. NAVY SEAL SURVIVAL HANDBOOK
ULTIMATE GUIDE TO TAI CHI THE BEST OF INSIDE KUNG-FU
ULTIMATE WARRIOR WORKOUTS
ULTRA
UNBELIEVABLE: THE LIFE, DEATH, AND AFTERLIFE OF THE NOTORIOUS B.I.G
UNCENSORED
UNCENSORED SEX
UNZIPPED
UP THE SKIRT
VAMPIRE DANCE
VELVET
VIDEO WORLD
VILLAINOUS VIXENS PRESENTS: LASSNITE
VOLUPTOUS
WHITE CLOUD WORLDS
WHO'S BEEN SLEEPING IN YOUR HEAD: THE SECRET WORLD OF SEXUAL
FANTASIES
WICKED KISSES
WING CHUN LUNG FU: TRADITIONAL CHINESE KUNG FU FOR SELF-DEFENCE
AND HEALTH
WOMEN ON TOP
X RATED ACTION GUIDE
X RATED CINEMA
XL GIRLS
XXX VIDEO
XXXTREME
ZOO

STATE OF CALIFORNIA
CDCR 1819 (Rev. 08/08)

DEPARTMENT OF CORRECTIONS AND REHABILITATION

NOTIFICATION OF DISAPPROVAL - MAIL/PACKAGES/PUBLICATIONS

INMATE'S NAME	CDC NUMBER
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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



<input type="checkbox"/> HELD PENDING INVESTIGATION/APPEAL <input type="checkbox"/> RETURNED TO SENDER <small>(At Inmate's Expense) (Date)</small> <input type="checkbox"/> DESTROYED <small>**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.</small>	FIRST NAME	MI	LAST NAME
	ADDRESS (NUMBER AND STREET)		
	CITY	STATE	ZIP CODE
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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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



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	ADDRESS (NUMBER AND STREET)		
	CITY	STATE	ZIP CODE
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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NAME OF INSTITUTION
Institution Address
Name of City, CA Zip Code



Date

Recipient Name
Organization or Company
Address
City, State Zip Code

Dear (Name):

This letter is to advise you that your publication entitled (Title of Publication), for the month of (Month & Year), will not be delivered to inmate(s) (Enter last names and CDCR numbers of all intended Inmate recipients of the publication) housed at (Name of Institution). This is based on a violation of the California Code of Regulations, Section (List CCR Section), which states in part, "(Enter applicable CCR language)." Your publication contained material on page(s) ___ that was (be specific as to how it violated CCR; i.e., nude photos, article about making bombs, etc.)

Please be advised that you have the right per CCR Section 3137(c) to appeal this issue. CCR 3137(c) states in part, "Appeals relating to facility procedures and practices should be addressed in writing to the warden, superintendent or regional administrator of the facility where the appeal arises. The warden, superintendent or regional parole administrator shall provide a written response within 15 working days. Appeals that are not satisfactorily resolved at this level may be forwarded in writing to the Secretary, who shall provide a written response within 20 working days."

Should you have any questions or concerns, please contact (Enter Contact information).

Sincerely,

AUTHOR NAME IN CAPS
Title
Unit/Division/Department