

FOLSOM STATE PRISON

DEPARTMENT OPERATIONS MANUAL SUPPLEMENT

MAIL PROCEDURES

Chapter: 50000, Adult Custody & Security Operations
Subchapter: 54000, Inmate Mail
Section: 54010, Inmate Mail

Reviewed By: Associate Warden, Operations
Review Annually: September
Date of Last Review: September 2014

54010.1.1 Mail Processing Procedures

Hours of operation: 0600 – 1400 hours, Monday through Friday; closed on Holidays.

Mail is delivered to the mailroom from the post office.

The processing of standard mail shall occur without interruption.

Mailroom staff will sort mail in separate bins as follows: bulk mail/odd sized envelopes, legal mail, money orders, inmate mail, staff mail, and publications.

Inmate Housing shall be verified by Mailroom staff by checking the information in the inmate locator computer and, if necessary, posting the correct housing on envelopes.

Mail shall be sorted by each Building 1 – 5, the Folsom Minimum Support Facility (FMSF) and the Folsom Women's Facility (FWF).

Inmate mail shall be delivered to the following locations, no later than 1300 hours, Monday through Friday:

- Buildings 1 and 5 – Count Gates
- Buildings 2, 3, and 4 – Control
- FMSF
- FWF

First Watch will deliver out-going inmate mail to the East Gate by 0600 hours. Processed mail is picked up by the United States Postal Service (USPS) by 1230 hours daily, except Saturday, Sunday, and holidays.

Incoming mail, papers, and magazines are delivered by USPS, Folsom Branch on Second Watch.

All first-class mail shall be issued to the inmate as soon as possible, but no later than seven calendar days from receipt of the mail from the USPS.

Search Procedures

- Take letter out of envelope; SCAN LETTER FOR INAPPROPRIATE CONTENT.
- Check to see if there is anything contained within the folds of the letter, between pages, or contained within the envelope.
- If there is nothing in the letter or envelope, place the letter back in the envelope and seal with a single piece of tape.
- Tools and materials acceptable for use within the facility shall be available to staff for resealing inmate mail.
- Repeat process.
- Sort mail by Building tier.
- Put mail in housing slot (this should already be sorted by building and tier).
- Repeat process.

Correspondence Courses

A copy of an approved Correspondence Course Approval Form (Attachment A) will be kept in file in the Mailroom. The Supervisor of Correctional Education Programs and the Correctional Captain must sign the Correspondence Course Approval Form (Attachment A). Religious correspondence courses are approved on a Correspondence Course Approval Form – Religious/Spiritual (Attachment B). The Chaplain and Correctional Captain must approve the form prior to any course materials being delivered inside the institution. The Mailroom will forward course materials to the education or religious coordinator.

Special Purchases

All special purchases will be removed from their original packaging and placed in a clear plastic bag before being issued to the inmate. All packaging materials, i.e., boxes, cartons, wrapping, insulation, etc., will be confiscated and disposed of in accordance with state mandated recycling procedures.

Special religious purchase orders will still be processed via Receiving and Release (R&R), per *DOM Supplement 54030, Inmate Property*.

Disallowed Mail

All disallowed mail (including magazines, periodicals, newspapers, etc.) shall be referred to and approved by a Captain (or above) on a CDC 1819, Notification of Disapproval/ Mail/Packages/ Publications (Attachment C), and CCR 3136 (b). If

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the mail is disallowed, the inmate will be notified via a CDCR 1697, Allowed/Disallowed Items List (Attachment D). The disallowed item will be held for 15 days awaiting a response from the inmate. If no response is received, the disallowed item will be disposed of according to regulations. If the inmate requests that the disallowed item be sent home or returned to sender, he must sign a CDC 193, Trust Account Withdrawal Order form, (Attachment E) to pay the postage. If the inmate files an appeal, the disallowed item will be held until a final decision is received from the Appeals Coordinator. The Medical Department will not accept any billings for personal property sent in for dispensing to any inmate. **Only eyeglasses with clear or photo gray/photo sun lenses will be accepted.** Glasses with tinted lenses will not be accepted and will be returned to sender (unless ordered by the Medical Department {O.D./M.D.}). All packages will be addressed to the Health Care Manager and only by the USPS. Only the items listed in Attachment F, Permission to Send/Receive Prescription Glasses, will be delivered to the inmate; any extra items will be discarded at the sender's expense. Financial responsibility for personal property will be assumed by the inmate/sender (see Attachment F).

Empty Envelopes Received from USPS

- Stamp envelope and check box "NO LETTER."
- Show another staff member the condition on the empty envelope.
- Both staff members must initial and date envelope.

Inmate to Inmate Mail

- Pull out "Request for Correspondence Approval" (RCA), CDC 1074 (Attachment G).
- Make a copy for the RCA file.
- If no RCA is attached, check the RCA file.
- If none is on file, check the SOMS and forward mail to inmates Correctional Counselor I (CCI).

Money Orders

- Check housing to ensure inmate is at Folsom State Prison (FSP). Remove the money order (MO) from the envelope.
- Write the inmate's name and CDCR number on the MO/check, if missing. If MO is not payable to an FSP inmate or does not have a CDCR number, return MO to sender. Use stamp or label "Return to Sender – No CDCR Number".

- Stamp envelope (stamp on the back if there is no space on the front of the envelope.); initial stamp.
- Write in the amount next to the MO box.
- Replace the MO and the letter (if there is one) inside the envelope.
- Place in the MO sorting bin.
- When done searching a tray, give all MO's to the person assigned to process MO's.

Unauthorized Items

- Staff shall process all identified contraband items as required by CCR, Title 15, Sections 3006, 3136, and 3191 (c). Staff shall use the CDC 1819 for contraband items. All CDC 1819's shall be sent to the Correctional Captain for review and approval. Check Approved/Disapproved items list for allowed items and quantities.
- Unauthorized items and quantities such as pens, pencils, etc., must be maintained inside the envelope, including any correspondence. Stamp envelope and process as regular mail. Write actual quantities received next to item on stamp.
- Reseal the envelope with a single piece of tape (or whatever it takes to make sure the items do not fall out of the envelope).
- Place in the sorting bin for contraband mail.
- When done searching a tray, process the contraband mail or give it to the person assigned to process contraband mail, if necessary.

Illegal Items (Drugs, Weapons)

IMMEDIATELY CONTACT YOUR SUPERVISOR AND THE INVESTIGATIVE SERVICES UNIT (ISU) if illegal items, such as drugs, weapons, etc., are found. The supervisor and ISU staff will assume responsibility.

Stamps, Pictures and Other Authorized Items

- Remove the item(s) from the envelope.
- Count the number of items contained in the envelope (i.e. 40 stamps, 10 pictures, etc.).
- Stamp the envelope.
- Write the number of items in the appropriate spot.
- Place your initials at the bottom of the stamp.
- Place the items and letter back in the envelope.

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- **NOTE:** If stamps are included in the envelope, count the stamps, place the stamps back inside of the envelope and staple the stamps in place (this helps cut down on stamps falling out of the envelopes).
- The Mailroom will log incoming stamps and will forward to the Buildings. The Mail Officer will ensure inmates sign mail log for receipt (no exception – no substitute signatures) and deliver stamps at the time of signature. The Mail Officer will ensure signed log is returned to the Mailroom.

Publications

- The Mailroom Supervisor shall designate a person(s) to review all publications for questionable subject matter.
- Log books and CD's on Book Sign-off Sheets.
- Ensure the items are received by R&R for processing.

Visiting Forms (CDCR 106's)

- Remove visiting form(s) from inside the envelope.
- Place in sorting slot for visiting forms.
- Stamp envelope.
- Mark the appropriate spot.
- Initial stamp.
- Search the letter (if included) and envelope for any other items.
- Place letter back in envelope.
- Reseal envelope with tape.
- Place all Visiting forms in the Visiting Office mail bin.

Disposal of Mail

Mailroom staff shall dispose of any standard mail and catalogs that do not have a mailer endorsement line and/or are undeliverable as addressed. The mailer endorsement will appear either near the address block or below the return address in the top left corner of the mail. The mailer endorsement is any of the following:

- Address Service Requested
- Forwarding Service Requested
- Change Service Requested

Mail will only be forwarded for 60 days from the date the inmate transfers from FSP. If the inmate is no longer housed at FSP, return to USPS (Return Service Requested).

The Mailroom Supervisor shall periodically review the type of mail being discarded to prevent mail from being thrown away inappropriately.

Using appropriate controls, discard fourth class and undeliverable mail instead of returning it to the USPS.

Sorting Process After the Mail Has Been Searched

Place already searched mail in appropriate housing slot. Check the current ISU Screening List designating mail to be routed to the ISU. While checking the inmate's housing, refer to the ISU Screening List. If the inmate's name appears on the list, place the envelope in the ISU box. If the inmate's name is not on the list, put the mail in the appropriate housing slot.

Inmate Mail Procedures/Notifications

Incoming inmate transfers to the institution shall be advised of the procedures governing inmate mail via the Inmate Orientation Package.

Inmates must submit a "Request for Indigent Mail Status" form to the Trust Officer for verification of indigent status. Upon verification, the Mailroom will then distribute 20 metered envelopes to qualified inmates. Indigent envelopes are distributed once a month after Canteen draw.

Once all the mail has been slotted for the day, place the mail from each one of those slots in the appropriate mailbag that is going out to the Units or FMSF/FWF.

Mailing of Legal Documents

Legal mail received by the Mailroom with a trust withdrawal to pay for filing fees or other costs may be left unsealed so that the voucher (check) can be enclosed after the trust withdrawal has been processed. The Mailroom staff shall forward their documents to the Trust Office for processing. Inmates who do not wish to forward this type of mail unsealed should attach a stamped, addressed envelope to the legal mail so the check can be enclosed and forwarded in the extra envelope.

Notarization of legal documents is not normally required by the courts and shall not be provided as a free service to any inmates. Inmates shall pay the established notary fee for such service, which is available through the FSP Litigation Office.

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54010.6.1 Proper Addressing of Envelopes Incoming mail must be addressed as follows:

All incoming inmate mail shall be properly addressed. Appropriately addressed mail shall include the inmate's name and department identification number. The mail should also include the address designated by the institution for inmate mail. The receiving institution is required to update any mail piece that does not reflect accurate housing or institutional location. Standard Mail must be addressed to an individual inmate, showing their name, CDCR number and the address of the applicable institution (CCR 3133(b)(1)).

Inmate Letters:

Folsom State Prison
Inmate's Name, CDCR Number, Cell Number
P.O. Box 715071
Represas, CA 95671-5071

Money Orders and Checks: (no letters, no cash):

Folsom State Prison
Inmate's Name, CDCR Number, Cell Number
P.O. Box 1790
Folsom, CA 95763

Legal Mail from Attorneys, Courts, Judges and Other Sources of a Legal Nature:

Folsom State Prison
Inmate's Name, CDCR Number, Cell Number
P.O. Box 950
Folsom, CA 95763

Inmates may use only the name they were incarcerated under. No titles or AKA's (also known as) are allowed. Inmates with departmentally-approved legal name changes will be able to receive mail by their legal name when their commitment name is also used.

54010.9 Inspection of Incoming and Outgoing Packages

Regarding inspection of mail for unauthorized or excessive items see Attachment D. The handling of mail containing contraband shall not delay other mail processing.

Except for legal mail or official documents, mail addressed to a specific employee or department will be opened and searched for contraband and assessed, if any violation of mail policies occurred. Legal mail or official documents will be screened for contraband via the Rapiscan machine and left sealed. If contraband is

suspected/detected, the Personnel Assignment Lieutenant will be contacted and he/she will be responsible to take action.

If an item(s) has been confiscated from an inmate's incoming mail/package due to the item being disallowed, or excessive quantity, a CDC 1819 will be completed by the mailroom staff, approved by the Correctional Captain, and forwarded to the appropriate inmate, along with a CDC 1819. A copy of the CDC 1819 is included in the Inmate Orientation Package.

When incoming books, magazines, or publications to an inmate are withheld or disallowed, a letter shall be sent by the institution to the publisher explaining why the item was denied. A book, magazine, or publication denied to an inmate(s) based on a violation of departmental regulation or policy, and that has not previously been included on a centralized list of banned publications pursuant to CCR subsection 3134.1(e), shall only require one notification letter per institution to be sent to the publisher. At a minimum, the letter must include the reason why the book, magazine, or publication was denied, the names and CDCR number for all inmates, the applicable CCR section that the publication violates, and a notice to the Publisher of their right to appeal per CCR section 3137(c). The letter must be sent within 15 calendar days of the determination to disallow the book, magazine or publication, with a copy of the notification letter and supporting documents to be retained by the facility for a minimum of seven years. The institution shall also notice the Division of Adult Institutions to request inclusion of the disallowed publication on the centralized list of banned publications. When incoming or outgoing publications addressed to or being sent by an inmate are withheld or disallowed, the inmate shall be informed via CDC 1819, Notification of Disapproval-Mail/Package/Publications of the reason, disposition, name of official disallowing the publication, and the name of the official to whom an appeal can be directed(CCR 3134.1(d)).

54010.12.3 Processing Incoming Confidential Mail

Any person who examines the content of mail under the authority of this section or in connection with an appeal by an inmate of a ruling under this section shall keep the content of the examined material in strict confidence. No reference shall be made to the contents in any documentation that may be entered into the inmate's central file (C-File).

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54010.19 Contests

Inmates shall not participate in any contest advertised or sponsored by the media when a financial obligation is involved or when such participation shall result in an expense to the facility beyond cost of processing mail.

If lottery tickets, etc. are discovered in incoming inmate mail, the entire envelope and contents shall be returned to sender.

54010.21 Publications

REV 9/2009

When an inmate receives a hardback book, the book shall be logged in a separate log book for R&R only. The log will identify the inmate, CDC number, the inmate housing, name of book, date received and signature line for R&R personnel to sign at time of accepting delivery. If a package of multiple books is received for an inmate and it includes a hardback book, the entire package of books will be logged as above and delivered to R&R for processing.

R&R will issue a ducat for the inmate to pick up the package of books. R&R shall establish a procedure for tracking receipt of hardback and/or multiple book packages. For hardback books, R&R 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 Section 3191(c). If the inmate chooses to accept the book, staff shall ensure the book does not violate any other departmental regulation and R&R personnel shall remove the entire cover in front of the inmate.

54010.21.2 Processing/Inspection of Incoming Books

Books and Books on CD

Books and books on CD must come directly from the publisher, bookstore, or vendor. Receipt of publication is not limited to vendor packages or special purchase. A maximum of 10 books per mailing is allowed.

The Mailroom will log incoming books and forward them to buildings. The Mail Officer will ensure inmates sign the book log for receipt (no exceptions – no substitute signatures) and deliver book(s) at the time of signature. The Mail Officer will ensure signed log is returned to the Mailroom.

Prior to delivery of any hardcover books to inmates, the inmate may sign a waiver so that the hard cover can be removed. The book, with the hardcover removed, may then be issued to the inmate by R&R staff. If the inmate declines to request the hardcover be removed, he may

designate how to dispose of the hardcover book (donate or destroy).

Religious items such as soft leather bibles, magazines, periodicals, newspapers, etc., addressed to specific inmates will be processed by R&R. Religious items delivered to the Mailroom in bulk will be processed and given to the appropriate Chaplain for distribution.

54010.22 Correspondence Between Inmates/Parolees/Probationers

Inmates may initiate requests to correspond with the above by contacting their CC I. Parolees may initiate requests by contacting their Parole Agent.

The CC I shall interview the requestor and/or review his file to obtain the information required to complete the CDC Form 1074, Request for Correspondence Approval. The CC I shall determine if the request meets requirements for approval, recommend approval or denial, sign the form and forward it to the Warden or designee for approval. The reviewer shall approve or deny the request and sign the CDC Form 1074. If the request is denied, copies shall be distributed as follows:

- One copy to the Mailroom file
- One copy to the C-File
- One copy sent to the facility/parole office
- One copy sent to the requesting inmate/parolee as notification of denial

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 Parole Agent, and one copy of the form shall be retained as a parole copy.

Each CC I shall ensure that the Mailroom and housing unit staff receive a copy of the CDC Form 1074 for each approved inmate/parole correspondent.

The Mailroom Supervisor shall establish and maintain a record of CDC Form 1074's for approval/denial of correspondence relating to this section.

54010.22.3 Transfers

Correspondence between inmates, parolees, and probationers shall remain in effect upon transfer to another departmental facility or another parole office. If an inmate's transfer is based on changes in case factors, such as an increase in custody level, a re-

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examination of all approved correspondents will occur. The initial classification committee shall notify the mailroom and housing unit staff of any changes in approved correspondence.

54010.22.4 Unapproved Correspondence

If a facility receives mail from an unapproved inmate/parolee correspondent or a CDC 1074 is not on file, mailroom staff shall forward the mail to the inmate's counselor for disposition.

54010.30 Temporary Absence

REV 9/2009

Mail shall be held for an inmate who is temporarily away from the facility when the inmate's return is anticipated within one week. The exception to this rule is when the inmate is out-to-court or out-to-medical and they receive legal mail. Legal mail will immediately be returned to sender due to filing deadlines or any other time restraints/requirements. The envelope will have a Return to Sender label affixed which indicates the inmate is Out-to-Court or Out-to-Medical. A red Return to Sender stamp will be used in the left corner.

A record will be kept notating the inmate name, CDCR number, date of receipt/return and entity sending the legal mail.

Administrative Segregation Unit (ASU)

Inmates assigned to ASU, including special segregated housing, shall not be restricted in their sending and receiving of personal mail. However, incoming packages may be limited in number and content to that property permitted in the segregated unit to which an inmate is assigned. Inmates confined in ASU for any reason shall not be limited to their access to the courts.

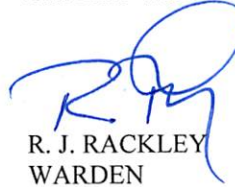
The sending and receiving of first class mail shall not be restricted while an inmate is in Work Group D. Delivery or issue of packages, publications, and newspapers may be withheld during participation of Work Group D.

Inmates confined in Work Group D shall not be limited in their access to the courts. Legal resources may be limited to pencil and paper, which shall be provided upon request, for correspondence with an attorney or preparation of legal documents for the courts.



JUAN JACQUEZ
Associate Warden - Operations

Date 8/13/15



R. J. RACKLEY
WARDEN

8/25/15
Date

ATTACHMENTS

Attachment A	Request for Correspondence Course Approval
Attachment B	Request for Correspondence Approval Religious/Spiritual
Attachment C	Notification of Disapproval – Mail/Package/Publications (CDC 1819)
Attachment D	List of Approved/Disapproved Items (CDC 1819)
Attachment E	Trust Account Withdrawal Order
Attachment F	Permission to Send/Receive Prescription Eyeglasses
Attachment G	Inmate to Inmate Correspondence Approval

State of California

Department of Corrections and Rehabilitation
Folsom State Prison**M e m o r a n d u m**

Re :

To : SUPERVISOR CORRECTIONAL EDUCATION PROGRAMS

From : Folsom State Prison, P. O. Box 71, Represa, CA 95671-5071

Subject : CORRESPONDENCE COURSE APPROVAL FORM

Inmate Name _____ CDC # _____
Last First

Name of Course: _____

Vendor: _____

Form of Payment () Private Citizen () Trust Withdrawal
Payment sent directly to Vendor Must have Trust Withdrawal Form from Inmate
Trust Account attached.

Approximate arrival date: _____

Approved/Disapproved:

Approved/Disapproved:

Supervisor of Correctional
Education Programs (SCEP)_____
Correctional Captain

cc: Inmate

NOTE:

1. NO HARDBOUND BOOKS OR METAL SPIRAL NOTEBOOKS. A LIST OF ALL COURSE MATERIALS AND SUPPLIES NEEDS TO ACCOMPANY THE REQUEST TO PREVENT CONFISCATION BY THE MAIL ROOM.
2. NO CONTRACT OR ARRANGEMENT SHOULD BE MADE WITH THE VENDOR PRIOR TO APPROVAL OF THIS COURSE BY THE CAPTAIN AND THE SCEP.
3. ALL MATERIALS SENT AS PART OF THE CORRESPONDENCE COURSE ARE SUBJECT TO CDCR OPERATIONS MANUAL, SECTION 54010 AND FOLSOM STATE PRISON'S DOM SUPPLEMENT SECTION 54010. IT IS THE REQUESTOR'S RESPONSIBILITY TO BE FAMILIAR WITH THIS SECTION.

State of California

Department of Corrections and Rehabilitation
Folsom State Prison**M e m o r a n d u m**

Date :

To : MAILROOM SUPERVISOR

From : Folsom State Prison, P. O. Box 71, Represa, CA 95671-5071

Subject : CORRESPONDENCE COURSE APPROVAL FORM - RELIGIOUS/SPIRITUAL

Inmate Name _____ CDC # _____
Last First

Name of Course: _____

Vendor: _____

Form of Payment

☐ Private Citizen
Payment sent directly to Vendor☐ Trust Withdrawal
Must have Trust Withdrawal Form from
inmate Trust account attached.☐ Donated Material
Material provided by Vendor at no cost
to the inmate or institution.

Approximate arrival date: _____

Approved/Disapproved:

Approved/Disapproved:

Chaplain_____
Correctional Captaincc: Inmate
Chaplain's Records

NOTE:

1. NO HARDBOUND BOOKS OR METAL SPIRAL NOTEBOOKS. A LIST OF ALL COURSE MATERIALS AND SUPPLIES NEEDS TO ACCOMPANY THE REQUEST.
2. NO CONTRACT OR ARRANGEMENT SHOULD BE MADE WITH THE VENDOR PRIOR TO APPROVAL OF THIS COURSE BY THE CAPTAIN AND THE CHAPLAIN.
3. ALL MATERIALS SENT AS PART OF THE CORRESPONDENCE COURSE ARE SUBJECT TO CDCR OPERATIONS MANUAL, SECTION 54010 AND FOLSOM STATE PRISON'S DOM SUPPLEMENT SECTION 54010. IT IS THE REQUESTOR'S RESPONSIBILITY TO BE FAMILIAR WITH THIS SECTION.

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

DEPARTMENT OF CORRECTIONS AND REHABILITATION

NOTIFICATION OF DISAPPROVAL - MAIL/PACKAGES/PUBLICATIONS

INMATE'S NAME

CDC NUMBER

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/APPEAL	FIRST NAME	LAST NAME
<input type="checkbox"/> RETURNED TO SENDER (At Inmate's Expense) (Date)	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

PUBLICATIONS SECTION (Complete for publication cases only)		
TITLE OF PUBLICATION (Include issue/date)	PUBLISHER	PAGE(S) WHICH MEET DISAPPROVAL CRITERIA

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

DISPOSITION	DESIGNEE INFORMATION	
<input type="checkbox"/> HELD PENDING INVESTIGATION/APPEAL	FIRST NAME	LAST NAME
<input type="checkbox"/> DESTROYED	ADDRESS (NUMBER AND STREET)	
<input type="checkbox"/> RETURNED TO OUTSIDE DESIGNEE AT INMATE'S EXPENSE (Date)	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

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.

ALLOWED/DISALLOWED ITEMS LIST

INMATE: _____ CDC # _____ DATE SENT TO INMATE: _____

HOUSING: _____ RESPOND BY: _____

FROM: _____

The following unauthorized/excessive item(s) has been removed from this mailing:

Here are your choices per Title 15, 3132(a) and 3136(a)(5)(A) & (B):

_____ Return envelope with authorized/excessive items(s) to sender. To do this you will need to respond to the mailroom within 15 days of this notice.

You will need to provide the Mail Room Supervisor with a signed TRUST WITHDRAWAL in the amount of \$ _____ to pay for the return postage of said item(s), providing you have funds in your trust account, to be sent to the person of your choice.

You must also provide the appropriate sized addressed envelope needed for returned items.

Or, envelope large enough to accommodate the return of said item(s), with appropriate postage, provided by you, will also be accepted.

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP _____

_____ Disposal of unauthorized/excessive item(s) per institutional procedures. Inmate's Signature: _____

(required) Date: _____

FAILURE TO RETURN THE CDC 1819 NOTIFICATION OF DISAPPROVAL - MAIL/PACKAGES/PUBLICATIONS (WITH A TRUST WITHDRAWAL FORM IF APPROPRIATE. WITHIN FIFTEEN (15) DAYS WILL CONSTITUTE YOUR APPROVAL TO DISPOSE OF THE EXCESS AND/OR UNAUTHORIZED ARTICLE(S) LISTED ON THE CDC 1819.

ALLOWABLE ITEMS INMATE MAY RECEIVE PER ENVELOPE:

1. 40 Postage Stamps (Maximum)
2. 40 Envelop limit, with or without stamp attached - no larger than 10" x 12"
3. 100 Sheets of white or yellow lined letter sized notebook paper. No wire or plastic spiral notebooks.
4. 20 Postcards, 10 unsigned greeting cards. No musical cards.
5. Unlimited photos - no larger than 8"x 10". No negatives. No frames or folders with pictures.
6. 10 Pieces/ sheets of preprinted or photo copied material - no larger than 8 1/2" x 11" unfolded
7. Money Order in any amount - CASH WILL NOT BE ACCEPTED
8. Newspapers, paperback books or magazines MUST be sent by the publisher, bookstore, or vendor.
9. Correspondence Course material must be pre-approved.

DISALLOWED ITEMS:

1. No card stock; sketch pads; construction paper; tracing paper with or without tattoo patterns; padded envelopes; writing pens or pencils; laminated items; stickers; glitter; soft or hard plastic; metal items; glued on items with whiteout.
2. No incense; wood; magnets, or cardboard.
3. Jewelry; religious pendants; organizational pens/patches; clothing.
4. NO FOOD VIA MAIL.
5. No I.D. Cards or photocopies of I.D. Cards; No original Birth, Marriage, or Death Certificates.
6. No materials showing nudity of either gender; prohibited materials include personal photographs, drawings, magazines, and/or depicting gangs, weapons, drugs, unlawful activities, nude children or photos illustrating penetration. NO frames or folders; no negatives—no Polaroid pictures.
7. No games of chance (State lottery tickets, sweepstakes, etc.) No cards with a monetary value.
8. No clippings of hair; imprints of personal body parts or smears of body fluid. No powder. No lipstick. No perfume.
9. NO HARD COVER BOOKS, CD'S, OR CASSETTES EXCEPT THROUGH PRE-APPROVED VENDOR-ACCESS COMPANIES, BOOKSTORES, PUBLISHERS, AND/OR SHOPS. NO MAPS.
10. No 3rd party mail -letters forwarded from one inmate to another by an outside correspondent.

STATE OF CALIFORNIA
CDC - 193 (1/88)

DEPARTMENT OF CORRECTIONS AND REHABILITATION

TRUST ACCOUNT WITHDRAWAL ORDER

Date _____ 20 _____

To: Warden

Approved _____

I hereby request that my Trust Account be charged \$ _____ or the purpose stated below and authorize the withdrawal of that sum from my account:

NUMBER

State below the PURPOSE for which withdrawal is requested
(do not use this form for Canteen or Hobby purchase).

PURPOSE _____

FULL NAME HERE

NAME (Signature please, DO NOT PRINT)

PRINT PLAINLY BELOW name and address of
person to whom check is to be mailed.

NAME _____

ADDRESS _____

PRINT YOUR

FOLSOM STATE PRISON
ATTN: HEALTH CARE MANAGER
P.O. BOX 71
REYESA, CALIFORNIA 95671

Date: _____
Expires in 90 days

FROM: MEDICAL DEPARTMENT/OPTOMETRY CLINIC

SUBJECT: PERMISSION TO SEND/RECEIVE PRESCRIPTION EYEGLASSES

This will serve as notice that the below indicated inmate has been granted permission by the Medical Department to have the below listed personal property sent into/out of the institution. All packages will be addressed to the HEALTH CARE MANAGER, and sent only by the United State Post Office. Only items listed below will be delivered to the inmate, any extra items will be discarded at the sender's expense. Financial responsibility for personal property will be assumed by the inmate/sender.

THE MEDICAL DEPARTMENT WILL NOT ACCEPT ANY BILLINGS FOR PERSONAL PROPERTY SENT IN FOR DISPENSING TO ANY INMATE.

INMATE'S NAME: _____ HOUSING: _____ CDC # _____

NATURE OF PROPERTY: _____

NOTE: Only eyeglasses with clear or phtogray/photosun lens will be accepted. Glasses with tinted lenses will not be accepted and will be returned to the sender (unless ordered by O.D./M.D.) without any further explanation.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS AND HAVE MADE ARRANGEMENTS FOR PAYMENT FOR THE ABOVE PERSON'S PROPERTY THAT HAS BEEN AUTHORIZED BY THE MEDICAL DEPARTMENT AT FOLSOM STATE PRISON. I ALSO UNDERSTAND THAT THE CDCR AND THE MEDICAL DEPARTMENT ARE NOT RESPONSIBLE FOR LOSS OR DAMAGE THAT MAY OCCUR TO THE ABOVE NOTED PROPERTY.

INMATE SIGNATURE

MEDICAL DEPARTMENT REPRESENTATIVE

R/X INFORMATION:

O.D. _____
O.S. _____

P.D. _____
EYESIZE: _____
BRIDGE: _____
TEMPLE: _____
SEG. HT: _____

ADD: _____

OTHER FITTING INFORMATION: _____

DATE OF EXAM

SIGNATURE:

This form must accompany the items in the package.

STATE OF CALIFORNIA
REQUEST FOR CORRESPONDENCE APPROVAL
CDCR 1074 (REV. 08/08)

FR:		TO:	
TITLE:		TITLE:	
INSTITUTION/ PAROLE REGION:		INSTITUTION/ PAROLE REGION:	
ADDRESS:		ADDRESS:	
1. INMATE/ PAROLEE REQUESTING TO CORRESPOND:		2. INMATE/ PAROLEE UNDER YOUR JURISDICTION:	
CDC NUMBER	CURRENT STATUS <input type="checkbox"/> INMATE <input type="checkbox"/> PAROLEE	CDC NUMBER	CURRENT STATUS <input type="checkbox"/> INMATE <input type="checkbox"/> PAROLEE
KNOWN GANG AFFILIATION(S):		KNOWN GANG AFFILIATION(S):	
MISCELLANEOUS INFORMATION/COMMENTS:		MISCELLANEOUS INFORMATION/COMMENTS:	
COUNSELOR/AGENT'S RECOMMENDATION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED for the following reason: _____		COUNSELOR/ AGENT'S RECOMMENDATION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED for the following reason: _____	
COUNSELOR/AGENT'S SIGNATURE	DATE:	COUNSELOR/AGENT'S SIGNATURE:	DATE:
COUNSELOR/AGENT'S NAME (TYPED OR PRINTED):		COUNSELOR/AGENT'S NAME (TYPED OR PRINTED):	
SUPERVISING AUTHORITY'S DECISION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED for the following reason: _____		SUPERVISING AUTHORITY'S DECISION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED for the following reason: _____	
SIGNATURE:	DATE:	SIGNATURE:	DATE:
TITLE:		TITLE:	
INSTRUCTIONS: If request is denied, note reason and notify inmate/parolee #1 If request is approved by requesting facility, retain pending copy and forward request to inmate parolee #2's supervising authority.		INSTRUCTIONS: Receiving facility to retain last two copies (1 for inmate/parolee, 1 for inmate/parolee's file and return to requesting facility). DISTRIBUTION: (After processing): Original - Inmates/Parolee #1's File Copy - Inmates/Parolee #1 Copy - Inmates/Parolee #2's File Copy - Inmates/Parolee #2 Copy - Retained by requesting facility until process completed.	