

STATE BUSINESS MAIL

Location in DOM: Chapter 1, Article 10, Page 18
 Reviewed By: Associate Warden, Operations
 Review Annually: April
 Date of Last Review: April 2015

12050.4 Institutional Mail (Employee)

The mailroom supervisor shall ensure that no personal mail is metered in the mailroom, and that employee mail is delivered on a daily basis.

The mail truck driver will deliver and pick up outgoing mail from the following locations at approximately 0700 hours, Monday through Friday, excluding holidays.

Complex I – Mail bags get picked up at Complex I

Complex II – Mail bags get picked up at Complex II

Investigative Services Unit Officers

Mailroom staff will deliver and pick up outgoing mail from the following locations at approximately 1200 and 1400 hours, Monday through Friday, excluding holidays.

Administration Building

- Warden's Office
- Records
- Accounting
- Employee Relations Officer
- Personnel
- Business Services (i.e., Plant Operations, Return-to-Work Coordinator, Associate Warden, Business Services, Business Manager, Food Services)
- In-Service Training

Front Entrance Building

- Visiting

Outgoing mail from the proceeding areas will be delivered to the Eagle Station Post Office if received on the morning route. Outgoing mail received on the afternoon route will be delivered to the Eagle Station Post Office the next working day. Mail goes out once a day by the mail truck driver.

The mail for HDSP will be delivered to the HDSP Mailroom by designated California Correctional Center (CCC) staff. CCC's mail will be picked up in the HDSP Mailroom.

All incoming legal mail for staff will be delivered to the Litigation Coordinator.

Mail being sent out from departments under Business Services will use the following return address:

High Desert State Prison
 (Your Department's Name)
 P. O. Box 270220
 Susanville, CA 96127

Mail being sent out from other areas will use the following return address:

High Desert State Prison
 (Your Department's Name)
 P. O. Box 750
 Susanville, CA 96127-0750

Shipping (physical address):

High Desert State Prison
 475-750 Rice Canyon Road
 Susanville, CA 96130
 Attn: Warehouse (Your department's name)

Original signed by:

S. PEERY
 Warden (A)