

Memorandum

Date: October 23, 2015

To: All DOM/OP Holders

Subject: **ADDENDUM TO DEPARTMENT OPERATIONS MANUAL NUMBER 54010.1 –
INMATE MAIL**

The following will serve as an addendum to the above-identified Department Operations Manual (DOM), pending annual revision in March 2016.

Sub-Section: 54010.1
Sub-Heading: General Mailroom Policy
Page Number: Attachment A

Add: Updated Attachment A

54010.1 – Inmate Mail, DOM Supplement, Attachment A, revised to show correct types and quantities of items that can be sent into the institution through the mail.

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T. PEREZ
Warden
California Institution for Men

CALIFORNIA INSTITUTION FOR MEN

GENERAL MAILROOM POLICY

IMPORTANT INFORMATION TO PREVENT ITEMS FROM BEING DISALLOWED/DESTROYED OR RETURNED

1. **Envelopes & Stamps**

Allowed – Your correspondent can send up to 40 stamps and 40 embossed/pre-stamped regular envelopes or 40 stamps and 40 plain regular envelopes. Up to two Manila envelopes are allowed no larger than 8 ½" x 11" in one enclosure.

Not Allowed – Specialty and padded envelopes of any size.

2. **Paper**

Allowed – Up to 300 sheets of standard or legal size, lined, yellow or white writing paper.

Not Allowed – Heavy weight and sketch paper. Wired and spiral notebooks.

3. **Pencils**

Not Allowed – Pencils are not allowed.

4. **Ballpoint Pens**

Not Allowed – Ballpoint pens cannot be sent through the mail. Pens must be purchased through the canteen or vendors.

5. One address book, soft cover only. Coloring books and puzzles are not allowed.

6. **Greeting Cards**

Allowed – Up to 5, unsigned greeting cards with envelopes are allowed.

Not Allowed – Greeting cards with 3-dimensional images, pop outs, and musical greeting cards.

7. **Photographs**

Allowed – There is no limit to the amount of photographs that can be received. The maximum allowable size for photographs is 8"x10".

Not Allowed – Picture frames, Polaroid's, and any picture depicting the following; child nudity, frontal nudity, sex or simulated sexual acts, bestiality, alcohol, weapons, any signs or symbols associated with gangs, or acts of violence.

8. **Currency**

Allowed – Money orders and checks. Must include the inmate's last name and CDCR number.

Not Allowed – Any form of cash.

Examples of unauthorized mail enclosures include but are not limited to the following: Adhesive stickers, labels, glitter, plastic items, musical devices, laminated items, original birth, marriage or death certificates, identification cards (actual or photocopied). All questions related to authorized mail enclosures should be addressed to the CIM Mailroom Supervisor.

Unsanitary (Soiled, stained, marked, emitting strange odor or discolored) letters or envelopes will not be accepted for delivery. Items in excess of the authorized limits will not be accepted. Handmade/Altered envelopes will be not allowed for outgoing mail.

Please advise your correspondence that priority and/or overnight mail does not guarantee overnight delivery will occur. Mail is not routed directly to the institution. It is collected Monday through Friday from a mail distribution center.