

INMATE MAIL

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54010.3 Compliance

All inmates received in High Desert State Prison (HDSP) will be given a copy of the General Population Orientation Manual. The Orientation Manual outlines mail procedures.

All mail will be sorted in the mailroom outside the security area. The mailroom shall be staffed by State employees.

Outgoing mail will be processed by first watch facility staff, picked up and metered by mailroom staff, and be delivered to the post office in Susanville, Monday through Friday, excluding holidays.

Incoming mail will be processed and delivered to the inmate population Monday through Friday, excluding holidays. Mail that is rerouted or undelivered for any reason will be delivered as soon as possible by unit staff, regardless of the day of the week.

54010.5 Paper, Envelopes and Stamps for Indigent Inmates

Due to the high level of inmates that are eligible for indigent envelopes and the high rate of postage, the HDSP mailroom will no longer accept or honor indigent envelopes that are from other institutions. Each inmate that transfers to HDSP from other institutions automatically receives 5 HDSP indigent envelopes upon their arrival. After receiving their property, they may apply for indigent envelopes and if they are eligible, they will then receive 20 indigent envelopes per month as long as they apply and remain indigent.

No special mail services are provided to an indigent inmate at State expense, such as certified mail or special delivery.

Non-Indigent Inmates-Obtaining Postage/Envelopes During Modified Program/Lockdown

During long-term modified program/lockdowns (30 days or more), the second watch Program Sergeant on the affected facility will complete a Supply Order Form (STD 115) requesting the appropriate number of letter size envelopes. Non-indigent inmates may request envelopes, not to exceed five envelopes per week, from the second

watch officer in their assigned housing unit. Second watch housing unit officers will acquire a supply of envelopes from the second watch Program Sergeant and store them in the Housing Unit Office. All envelopes will be issued by the second watch housing unit officers and will be annotated in the unit logbook at the time of issuance. The logbook will reflect the date, the inmate's name, CDCR number, cell number and number of envelopes issued. Non-indigent envelopes will only be issued after the modified program/lockdown has exceeded 30 days and canteen privileges have been suspended.

During modified program/lockdowns, non-indigent inmates will be given the opportunity to attach a CDCR-193, Trust Account Withdrawal Order form, with the exact cost of postage instead of a postage stamp. This will facilitate correspondence with their families and friends during modified program/lockdown periods. Inmates who are allowed to use this method and knowingly attempt to use a CDCR-193 in place of a postage stamp and do not have funds on their trust account will be subject to progressive disciplinary action.

Approval of the Facility/Central Operations Captain, or designee, will be required and they are responsible to ensure this procedure is enforced and properly implemented.

54010.5.1 Processing Request for Indigent Inmate Envelopes

Indigent inmates will submit an Inmate Request for Interview form to the Inmate Trust Office in order to receive indigent envelopes. For the use of indigent envelopes, indigent means that the inmate has less than \$1.00 in his trust account at the time he is eligible for withdrawal of funds for canteen purchase and it must be 30 days since his last canteen draw. Accounting staff will review the requesting inmate's trust account, via Trust Restitution Accounting and Canteen System to ensure eligibility. The inmate will be issued 20 envelopes (5 per week) per request once every 30 days.

54010.5.2 Postage for Indigent Inmates for Correspondence to the Courts and Other Persons as Required

This procedure is applicable to confidential mailings, and for indigent inmates to pay return postage for disallowed incoming mail only. Indigent inmates are not required to attach indigent envelopes to legal/confidential mail that qualifies as State paid postage. Per the California Code of Regulations (CCR), Title 15, inmates are only required to attach a completed CDCR 193.

Indigent inmates are not allowed to mail non-legal/non-confidential envelopes larger than letter or legal sized with the use of a CDCR 193 to pay the postage.

54010.6 Recipient's Address

To ensure proper mail delivery and prevent delays in receiving mail, all incoming and outgoing mail shall have the inmate's correct name, CDCR number, address and zip code inscribed on the front of the envelope or package. Incoming mail which does not reflect accurate housing and institutional information shall be updated and forwarded to the correct location. (See CCR, Title 15 § 3133(b)(1)). An example of the method for addressing correspondence is as follows:

HIGH DESERT STATE PRISON
John Doe, CDCR #Z00000
Facility A, Housing Unit & Bed Number
P.O. Box 3030
Susanville, CA 96127-3030

54010.7 Identifying Mail Originating from California State Prison

The facility unit staff will affix a stamp, in red ink and in a diagonal fashion, which identifies HDSP as the originating facility on each piece of correspondence (personal letters and back of cards only) enclosed in the envelope of all outgoing inmate mail. Legal materials/documents, photographs, and inmate artwork will not be stamped. Additionally, staff will affix a unit stamp, in black or red ink, on all outgoing correspondence envelopes which identifies the unit origin on each piece of inmate mail. Stamps will not interfere with the readability of the correspondence or deface the documents and cards. The mail will be distributed to the mailroom and then forwarded to United States Postal Service (USPS).

All items (i.e., cards, letters, etc.) affixed with the black or red ink identification stamp, which are returned via USPS, will be sent directly to the Investigative Services Unit (ISU) for review. If disallowed by the ISU, mail will be returned to the mailroom and the inmate will be notified through the CDCR 1819, Notification of Disapproval – Mail/Package/Publication (see Attachment A).

54010.8 Inspection and Reading of Incoming and Outgoing Mail

Outgoing Mail

All outgoing non-confidential mail shall be searched by first watch housing unit staff for contraband prior to being forwarded to the mailroom for mailing to determine if

disallowed items are enclosed in outgoing mail. If the outgoing mail must be returned to the inmate, he will be informed in writing (Disposition of Outgoing Inmate Mail form, Attachment D) as to the reason his mail is being returned, along with the letter intended for outgoing mail.

First watch housing unit staff will collect all mail from the facility mailbox(s) and will inspect each envelope for a full and correct return address. If the return address is not complete or accurate, return the letter to the inmate. All non-confidential mail must be thoroughly searched, removing the contents, inspecting each page and interior of the envelope. All regular non-confidential mail must be reviewed for the detection of information which poses a danger or threat of harm to any person(s), public, or which would compromise the security of the institution.

Inmates are not allowed to mail non-legal/non-confidential letter or legal sized envelopes with the use of a CDCR 193, Trust Account Withdrawal Order, attached to pay the postage. Postage for regular first class letter/legal sized envelopes must be affixed by the inmate prior to being mailed.

As automated machinery is used in the processing of mail, envelopes that have been altered in shape, size, defacing (artwork/graffiti) on the front of the envelope, or manufactured by an inmate will not be accepted. Return all such envelopes and their contents to the inmate.

Upon completion of the mail search, envelopes must be sorted, stamped with each respective building/unit number stamp and bundled with rubber bands as follows:

- a. Legal/Confidential mail – separate stamped and indigent mail by envelope size. After each category is bundled, secure all legal and confidential mail bundles together.
- b. Regular non-confidential mail – separate stamped and indigent mail by envelope size. After each category is bundled, secure all stamped bundles together. Secure all indigent bundles together without overlapping the flaps before stacking.
- c. Institutional mail – sort and bundle by department, i.e., Trust Office, Education, Visiting. Inmate Request for Interview forms to counselors will be deposited into the appropriate counselor's mailbox at the respective program office. Various sized envelopes may be bundled together into department categories. When stacking mail into bundles, do not overlap flaps before stacking. Stack each envelope with the envelope flap closed without tucking flaps into the envelopes. When the stack is complete, band the stack with a rubber band.

- d. All of the above will be completed before being picked up by the Inside Patrol Officer.
- e. The Security Patrol Officer of Facilities A, B, C & D will collect outgoing mail bags from their respective buildings and deliver them to Central/Complex Control before the end of their shift. The Security Patrol Officer will ensure legal/confidential mail is removed from the building mail bags and placed into each program mail bag, along with the green mail bag containing the contraband book. Program bags which contain Legal/Certified logbooks from the mailroom will also be delivered to Central/Complex Control. Level I outgoing mail will be processed by the first watch officer and left in a locked box outside the Level I perimeter fence for pick up by the mailroom truck driver. Outgoing mail from inmates housed in the Correctional Treatment Center (CTC) will be picked up at approximately 0800 hours by the mailroom driver.
- f. The outgoing mail is brought to the mailroom where it is metered on the postage machine and prepared to be delivered to the post office in Susanville.
- g. An inmate may be allowed to use certified service only if funds are available in the inmate's trust account to pay for certified fees.
- h. At approximately 1200 hours, the outgoing mail is counted and logged (see Attachment E), then delivered to the Susanville post office by the mailroom driver.

Incoming Mail

After returning from the post office in Susanville, the mail is unloaded for processing at the mailroom. The mail is then counted and logged (see Attachment F). Inmate packages will be delivered to Receiving and Release (R&R) when incoming mail is delivered to Central/Complex Control. On Saturdays, a truck driver will pick up mail from the post office in Susanville using the mailroom truck. The mail will be unloaded in the mailroom and the inmate packages will be taken to R&R. All first class mail shall be issued to the inmate as soon as possible, but no later than seven days from receipt of the mail from the post office.

All non-confidential inmate mail is opened on the automatic letter opener, searched and prepared for delivery to the inmates by mailroom staff.

All incoming mail is checked for legal and certified mail by mailroom staff. Properly addressed mail will be processed before misaddressed mail.

The following first watch positions will be utilized for the searching of incoming inmate mail, when mailroom staff resources are exhausted and when directed by the Central Operations Captain:

- Facility A Control Booths Buildings 1-5
- Facility B Control Booths Buildings 1-5
- Facility C Control Booths Buildings 1-8
- Facility D Control Booths Buildings 1-8
- Facility Z Control Booth

The mailroom staff will open and sort all incoming inmate mail by facility and building. All mail will be placed in a mail bag, and the unsearched bags of mail will be delivered to Central and Complex Control. The third watch facility Security Patrol Officers will be responsible to pick up the un-searched bags of mail for their respective yard and deliver them to the Program Office. At the close of third watch program, the un-searched bags of mail will be distributed to the corresponding control booths on the yard. A logbook will accompany each bag of mail. The officer who searches that bag of mail will sign and date this logbook. This will allow the officer to be contacted if there are questions concerning the mail in that respective bag. The first watch control booth officer will search each envelope and, using an institutional mail stamp, note its contents. Each control booth that receives a bag of mail to search will receive two large envelopes: one labeled "Contraband" and one labeled "Money Orders/Checks." In the event contraband is discovered, i.e., more than the allowed amount of stamps, pictures, envelopes, etc., the inmate mail envelope will be stamped with the institutional mail stamp indicating what the contraband is. Any mail containing contraband and/or money orders/checks will be placed in the corresponding envelope to be returned to the mailroom. After staff has completed searching the mail, the Security Patrol Officer will collect the contraband and money order/checks envelopes from the control booths and place them in the program office mailbag. To ensure accountability, the Security Patrol Officer will sign the mail logbook upon receiving the envelopes.

All mail that has been searched will be delivered to the inmates in that building on third watch. The Facility Sergeant will be notified if drugs or weapons are discovered in the mail and will be processed into an available evidence locker.

Legal/Confidential mail is processed and prepared for delivery to the inmates. Cassette or videotapes enclosed in inmate's legal/confidential mail will not be allowed unless they are being sent by the Board of Parole Hearings (BPH). Legal/Confidential mail will be opened in the inmate's presence and the tapes will be returned to sender if not sent by BPH.

All non-confidential incoming inmate mail addressed to an inmate and marked "in care of" an HDSP employee shall be returned to the sender at the expense of the inmate utilizing the CDCR 1819, Notification of Disapproval – Mail/Packages/Publication. Failure of an inmate to comply with this policy by continuing to attempt to receive mail in care of a staff member may result in disciplinary action taken against the inmate.

Items of a religious nature, including cassette tapes, videotapes, or CD's, may be donated by the inmate for the general use of all HDSP inmates in the religious program and will not be given to the inmate in question. Religious hard bound cover books may be reviewed in the chapels and the chaplains must remove the hard bound cover before forwarding the inner remains to an inmate for his reading and educational religious studies. An inmate waiver, CDCR 128B, (Attachment I) must be signed for the removal of hard bound covers.

First class mail without proper name and/or CDCR number will be returned to sender without notification to the inmate. Bulk Rate and Non-Profit mail without proper name and CDCR number will be returned to sender or destroyed without notification to the inmate.

At approximately 0800 hours the mailroom driver will deliver all previously processed incoming inmate mail to the CTC.

At approximately 1300 hours the mailroom driver will deliver all previously processed incoming inmate mail in marked bags to the following locations for pick up by the designated third watch officers:

- a. Central Control – for Facilities A and B.
- b. Complex Control – for Facilities C and D.
- c. The Level I mail is delivered to a locked box outside the Level I perimeter fence.

Each third watch Facility Sergeant will designate an officer to accomplish the following mail related duties:

Personally deliver and obtain signatures for all legal, certified and express mail. A logbook will be supplied in the program mailbag. Legal, certified and express mail will be delivered by the designated officer the same day it is received by the facility. The designated officer will ensure the logbook is placed back into the program mailbag and secured in the Program Office until the outgoing mail is processed by first watch staff.

Legal/Confidential Correspondence

In order for mail to be accepted and processed as legal/confidential correspondence, an inmate must comply with the following requirements:

An inmate receiving legal/confidential mail is required to sign the CDCR 119 legal logbook; if the inmate refuses to accept the legal mail it is then returned to the mailroom with a notation of refusal by the inmate on the CDCR 119 legal logbook. The legal mail is then presented to the inmate a second time. If the inmate refuses the legal mail a second time, it is notated in the CDCR 119 legal logbook. A CDCR 128B chrono noting the inmate's refusal will be completed and the legal/confidential mail will then be returned to the mailroom and the legal mail will be returned to sender with an explanation to sender that the designated inmate twice refused their legal mail.

54010.8.1 Items Enclosed in Incoming First Class Mail

The following items are allowed to be sent in the mail per calendar month (30 days):

- Paper in either form of legal pad 14 X 8 ½, tablets 8 ½ X 11 ¾ or notebooks without spiral bound shall not exceed 500 sheets. The following colored stationary paper is disallowed: goldenrod yellow, canary yellow, red, pink, blue, and green.
- There is no monthly limit on preprinted or photocopied material, except limited to 10 pages material per package or envelope.
- 40 envelopes. Self-adhesive envelopes are not allowed.
- 40 stamps.
- 10 preprinted unsigned greeting cards with 10 envelopes.
- Photographs (8"x10" or smaller). There is no limit on the number of photographs an inmate may receive at any one time, except the limit that applies to the total amount of personal property.
- One calendar (12"x12" or smaller).

54010.8.2 Metered Envelopes in Correspondence

Inmates are not allowed to mail out first class envelopes that are imprinted with metered stamps, from out of area ZIP codes per USPS regulations 4.5.3, Deposit of Mail. The HDSP mailroom will no longer honor these envelopes and they will be confiscated if mailed to inmates.

54010.11 Certified Mail

Inmates must submit a CDCR 193, Trust Account Withdrawal Order and have money on their account to pay for certified, return receipt, and registered mail.

54010.12.1 Persons with Whom Inmates May Correspond Confidentially

All incoming and outgoing legal/confidential mail will be logged on the inmates' CDCR 119, Legal Card.

Persons and staff members of persons with whom inmates may correspond confidentially include:

- County Clerk
- Court Clerk
- Courts
- Judges (by name)
- Magistrates (by name)
- State Board of Control
- Bureau of Indian Affairs
- Attorney (listed with the State Bar by name)
- District Attorney (by name)
- Deputy Public Defender (by name)
- State Bar
- Appellate Defender Attorney
- Department of Children's Services
- Attorney General
- Department of Corrections and Rehabilitation Director
- Department of Corrections and Rehabilitation Deputy Director
- Department of Corrections and Rehabilitation Chief of Inmate Appeals
- Deputy District Attorney
- Governor
- Officials Appointed by the Governor or President
- Legislators
- Congressmen
- U.S. President
- Chairman of the Board of Prison Terms
- Prison Law Office
- Young Lawyers Section of the American Bar Association
- Association of Defense Attorneys
- American Civil Liberties Union
- National Association of Criminal Defense Lawyers
- Department of Justice – Marshall Office
- Foreign Consulates within the United States
- Warden
- Ombudsman
- Legitimate Legal Service Organizations
- California Indigent Legal Services
- US Department of Veterans Affairs

- The Secretary, Undersecretary, Chief Deputy Secretaries, Executive Director, Assistant Secretaries, Division Directors, Associate Directors, the Chief, Inmate Appeals, and the Lead Ombudsman's Office of the Department

Legal/Confidential Mail that postage is paid by the State for Indigent inmates:

- Board of Control (BOC)
- State or Federal Court
- Person or party required to be served per applicable court rules (with an active case including case number)
- Inmate's Attorney (listed with the State Bar by name)
- Any person named in the lawsuit (of an active case with case number)
- Attorney General's Office (by name)
- Director's Office and Department contract counsel
- Chief Inmate Appeals Office

The following persons and organizations do not qualify for State paid postage:

- Bureau of Indian Affairs
- Officials appointed by the Governor and/or the President
- Governor
- Members of Congress
- Legislators
- Senators
- Postal Inspector
- President of the United States
- Any individual or office at HDSP that does not require postage

Paralegals will not be recognized as a confidential or legal correspondent

54010.12.2 Processing Outgoing Confidential Mail

It is the inmate's responsibility to ensure their legal mail is signed and sealed by custody staff and that their Proof of Service By Mail (see Attachment G) is completely filled out and attached to the outside of each piece of Legal/Confidential mail. Legal mail received in the mailroom opened will be considered non-confidential and will not be logged on CDCR 119, Legal Card, (with the exception of In Forma Pauperis [IFP] applications and filing fees).

Inmates shall provide sufficient postage, or a fully completed CDCR 193, including the address where the

mail is being sent attached to the addressed side of the envelope.

Legal mail submitted with a CDCR 193 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. Inmates who do not wish to forward legal mail unsealed should attach a stamped, addressed envelope to the legal mail so the check can be enclosed and forwarded in the extra envelope.

Inmates shall place postage and filing fees on two, separate CDCR 193's. Mailroom staff will forward the filing fee order to Accounting. When the check is prepared and returned to the mailroom, mailroom staff will insert or attach the filing fee to the legal mail package. The legal mail will then be posted, mailed, and the postage order will be forwarded to Accounting.

Inmates Filing with Court to Proceed as In Forma Pauperis

Inmates must have an officer sign, date, and seal legal mail going into the court. The inmate must attach the application to proceed IFP, which is available in the institutional law libraries, to the outside of the legal mail, along with a completed CDCR 193 for postage, if applicable. All of the above will be sent to the mailroom, attention legal desk.

Mailroom staff will log and send the form to Accounting for completion/certification. The legal mail will remain in the mailroom for safekeeping.

The trust office staff will complete the six-month certified statement of the inmate's trust account and send the completed certification in a sealed envelope back to the mailroom.

Mailroom staff will place the certification in a separate envelope, mark the contents on the envelope and attach it securely to the legal mail envelope so that it reaches the court at the same time.

Mailroom staff will log the legal mail in the inmate's CDCR 119, Mail Record Card.

If a CDCR 193 has been provided for postage, mailroom staff will approve the CDCR 119, place postage on the envelope and send the CDCR 193 to Accounting for processing.

The legal mail will be sent to the post office and the inmate will be notified of the date of mailing.

54010.12.3 Processing Incoming Certified Mail

The assigned facility correctional officer delivering legal/confidential mail to the inmates must sign the mailroom's legal logbook for each piece of legal/confidential mail to be delivered. The correctional officer must obtain the inmate's correct committed legal name signature in the legal logbook for the receipt of each piece of legal/confidential mail.

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

Rev 07/2015

Disallowed Mail

The following items are considered contraband and will not be allowed in the institution. The inmate will be promptly informed, in writing (Unauthorized Mail Item/Contraband Form (see Attachment H) of the reason the mail is being disallowed; the disposition to be made of the mail; the name of the official disallowing the mail; and the name of the official to whom an appeal may be directed.

- Musical, electrical, multi-layered card, holograms
- Glued items, stickers, glitter, laminated items, address labels
- Jewelry or hand crafted item
- Oversized items (larger than 12"x12")
- Dried flowers, plants, seeds, or leaves
- Any form of identification
- Cassette/video tape or diskette
- Confetti
- Depicts or describes unlawful acts or fighting techniques
- Credit cards, calling cards, or items containing card numbers
- Collector/trading cards or playing cards
- Anything that violates the CCR Title 15
- Publications/soft cover books (not sent by publisher/book store)
- Altered books
- Arts and crafts supplies not approved and sent through Handicraft Manager, per Department Operations Manual, Section 101050
- Drug or gang related/photos
- Unable to search without destroying
- Wire bound notebook/calendar
- Coin, currency, play money
- Lottery items, gambling items, sweepstakes
- Photo albums, frames, negatives, slides, Polaroid photos

- Coded messages
- Padded envelopes (Returned to Sender unopened)
- Hologram stamped envelopes
- Ink pens, pencils, tracing paper
- Tattoo patterns
- Body fluid, hair or unidentifiable substance (Returned to Sender)
- Items of cardboard, Styrofoam, rubber, cloth, metal, plastic, magnets
- Construction paper, drawing paper
- No carbon paper, NCR paper
- No return address
- Stains
- Odors
- Frontal nudity
- Self-adhesive envelopes

Mail addressed to inmates as a business will be returned to sender.

Disposition(s) for contraband mail must be received in the Mailroom within ~~15~~ 30 days after the date of the CDCR 1819, Notification of Disapproval. The following are the required choices for the disposition of contraband items:

- Donate disallowed items
- Destroy the disallowed items
- Return letter and contents at inmate's expense

54010.18 Funds Enclosed in Correspondence

HDSP recognizes the need for efficient processing of incoming inmate funds to the inmate's account. Therefore, Post Office Box 270249 has been established for faster processing of funds to the inmate's account.

An example of the method for addressing an envelope for inmate funds is as follows:

HIGH DESERT STATE PRISON
John Doe, CDCR #Z00000
Facility A, Housing Unit & Bed Number
P.O. Box 270249
Susanville, CA 96127-3030

Checks being returned from an approved vendor, as a refund, which originated from the institution's Accounting Office, will not be included in the Reports of Collections. The returned check and explanation for the refund will be photocopied in duplicate. One copy will remain in the mailroom and the other copy will be forwarded to Accounting with the actual check. The inmate will receive the original of the explanation from

the vendor. The envelope will be marked indicating funds were removed, in accordance with procedures.

Mailroom staff shall arrange the day's remittances in numerical order using the inmate's CDCR number. This report shall include each recipient's name, CDCR number, type of payment (check, money order), origin of the payment, i.e., Social Security, tax refund, County Jail or Sheriff's Department, Veteran's Assistance compensation, life insurance, work furlough, personal check-name, address, city, check number, attorney, the amount, and the total received. All money orders must be made out to the inmate's name, only. Blank money orders or money orders made out to vendors will not be accepted and will be returned to sender.

All funds received in the mailroom will be placed in a safe deposit bag, along with the money order report, and delivered to Accounting daily by mailroom staff. A receipt will be returned to the mailroom for the previous day's collections by Accounting.

Money orders, checks or cash that an inmate physically receives in his mail will be processed as follows:

The inmate will take the envelope with contents to the program office for processing. The Security Patrol Officer will make a photocopy of the money order, check or cash and the envelope, front and back. The officer will sign the copy verifying that the inmate received the item in the mail. This copy will be the inmate's receipt that he relinquished the money order, check or cash to the officer.

The money order, check or cash, along with the envelope, will be placed inside a manila envelope provided by the Mailroom. The envelope will be located in the incoming legal logbook sent from the mailroom. The manila envelope will be returned to the mailroom with the legal logbook.

Upon opening an envelope received at Post Office Box 270249 and contains any inmate correspondence, photos, stamps, greeting cards, envelopes, writing paper, books, etc., that are discovered inside the envelope, the envelope will be immediately resealed without removing any of the contents and returned to sender.

Upon opening an envelope received at Post Office Box 3030, any inmate funds discovered inside, the envelope will be resealed without removing any of the contents and returned to sender.

54010.21 Publications

The mailroom is responsible for the processing of all incoming books. Soft cover books will be delivered directly to the inmate. Hard cover books will be

processed through the mailroom and then taken to R&R to be issued by the designated property officer. Before issuance, the inmate must complete a CDCR 128B authorizing the removal of the hard cover from the book (see Attachment I). If the inmate refuses to complete the authorization form, the inmate will have the option of destroying the books or sending it to an outside designee at the inmate's expense. All religious hardbound material (including leather bound) will also be removed. This will be completed by the facility chaplain with prior approval (see Attachment J).

When a book, magazine, or publication is withheld/disallowed, and is not listed on the Centralized List of Disapproved Publications due to it being in violation of a CCR, staff must issue a CDCR 1819, Notification of Disapproval - Mail/Package/Publication (Attachment A) to each inmate who was the intended recipient of the book, magazine, or publication and shall be referred to the Central Operations Captain for authorization.

Notification must be made to the Standardized Procedures Unit within the Division of Adult Institutions (DAI) of the withholding/disallowance of the publication and request its inclusion to the Centralized List of Disapproved Publications. Each request and all supporting documents must be included.

A memorandum to DAI shall outline the reason why consideration should be given to disapprove the publication, to include the CCR violation, a copy of the letter to the publisher, a copy of the CDCR 1819, and copies of pictures or text which substantiate the CCR.

Each institution shall ensure every copy of the periodicals (magazines, newspapers, leaflets/booklets that sell photographs, etc.), published throughout a one-year cycle is disapproved on an individual basis. Institutions may only submit those periodicals which have had every issue denied for a one-year cycle to DAI, to be considered for inclusion on the Centralized List of Disapproved Publications. A memorandum regarding the periodical must state the number of issues generated for the publication in the calendar year and must be accompanied by copies of each CDCR 1819, letter to the publisher and copies of pictures or text which violate the CCR for each issue published during the year.

Upon approval of the institution's request, DAI will send a letter to the publisher notifying them the publication is being placed on CDCR's Centralized List of Disapproved Publications, thus prohibiting the publication from being possessed by inmates housed within CDCR. The mission's Associate Director, the requesting institution's Warden, and the Chief of Appeals will receive a copy of

the letter indicating the publications' placement on the list.

Specific books can only be requested by title. Requests to have the author's entire work disapproved will not be considered. Publications enumerated on the centralized list are not allowed in any institution. Local institutions may not add items to the centralized list.

54010.21.2 Processing /Inspection of Incoming Books

Books or stationery packages that are received at the Warehouse from UPS, etc., will be taken to the mailroom for processing. All books, magazines, and newspapers will be reviewed for contraband articles and publications by the Office Services Supervisor I assigned to the mailroom.

54010.21.3 Notification to Publisher for Disapproval of Publication

07/2015

Notification of Disapproval - Mail/Packages/Publications, CDCR 1819 shall be utilized. Distribution of this form will be as follows:

- One copy to the inmate.
- One copy to the sender.
- One copy to be retained in the mailroom.

As described by CCR, Title 15 § 3134.1(d), the notice to the publisher shall be sent as an approved formatted letter (Attachment B) explaining why the publication was denied within ~~15~~ 30 calendar days of making a determination. A copy of the notification letter, the CDCR 1819, and supporting documents must be retained for a minimum of 7 years.

A Disapproved Publication Tracking Chart (Attachment C) shall be utilized to track any publication being withheld and/or disallowed. Copies of this chart shall be submitted to the Office of Policy Standardization no later than the 15th day of each month.

The inmate shall have the option of destroying the material or sending it to an outside designee at the inmate's expense. The inmate shall make these authorizations for outside mailing and postage within 15 days after the notification of disapproval is forwarded to the inmate. Failure to respond within 15 days will result in the destruction of the material.

Disallowed publications will not be returned to vendors for modifications or refund. In addition, modifications (removal of pages, redacting, or blacking out) of disallowed publications shall not be performed by correctional staff.

Inmate Trust Withdrawal forms submitted for the purchase of publication subscriptions will be approved/disapproved by the mailroom supervisor. Publication subscriptions that have been frequently disallowed due to violations of the CCR, Title 15, Section 3006, will not be approved.

Altered publications or books will not be allowed inside the institution. Altered publications received for the inmates will be considered contraband.

Upon receipt of damaged magazines or newspapers from the post office, the mailroom will immediately generate a notification to the inmate of the damaged publication. A memorandum will be written informing the inmate of the date of the publication was received, the name of the publication and extent of the damage.

54010.22.1 Process for Approval/Denial of Correspondence Request

The counselor/parole agent shall interview the requester/parolee and/or review their file to obtain the information required to complete the Request for Correspondence Approval, CDCR 1074. The counselor/parole agent shall determine if the request meets requirements for approval, recommend approval or denial, sign the form and forward it to the designated person to authorize approval. The following criteria shall apply when a request is made to correspond between inmates:

- Must be an immediate family member as defined in the CCR, Title 15, Section 3000.
- A person other than the inmate's legal spouse with whom the inmate has a child/children.
- A complainant, co-defendant, or witness is pending in-progress litigation.

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

Inmate-to-Inmate Correspondence

A complainant, co-defendant, or witness is pending in-progress litigation.

Inmates may not correspond with inmates housed on any other facility at HDSP. The approval to correspond previously obtained at other institutions will remain in effect. This approval to correspond may be forfeited due to disciplinary violations involving correspondence between the inmates or as a result of a classification action based upon the security needs at either inmate's new location.

54010.26 Forwarding Mail

The designated facility officer will collect all re-route mail from each facility building floor/control officer and locate the inmate's new housing location using the Strategic Offender Management System (SOMS). The new housing/location will be conspicuously marked on the envelope. If the inmate resides within the institution, the mail will be delivered to the inmate or the respective floor officer at the new location during third watch by the designated officer.

Mail received for an inmate who has transferred from the facility where the mail is received shall be immediately forwarded to the facility or agency that has current custody of the inmate.

If the inmate is out-to-court (OTC), mark the envelope "OTC". If the inmate is at an outside hospital, mark the envelope with "MED" (Medical Departure). Separate and rubber band re-route mail into four categories: Transfers, Paroles, OTC, and Hospital. Place only this re-route mail into the mailbag for return to the mailroom.

First class inmate mail containing both the name and CDCR number that cannot be otherwise located via SOMS, will be checked against the Offender Based Information System in an effort to locate the inmate. First class mail will be forwarded directly via the U. S. Postal Service. Second Class mail will also be forwarded via the U. S. Postal Service for inmates who are no longer confined in facilities of the Department. Second and third class mail for inmates confined in facilities of the Department will be forwarded via intradepartmental mail. Daily newspapers will not be forwarded. Periodicals and newspapers not forwarded may be made available to the general inmate population.

Attachments:

- Attachment A – CDCR 1819 – Notification of Disapproval - Mail/Package/Publications
- Attachment B – Letter to Publisher
- Attachment C – Disapproved Publication Tracking Chart
- Attachment D – Disposition of Outgoing Inmate Mail
- Attachment E – Outgoing Mail Log
- Attachment F – Incoming Mail Log
- Attachment G – Proof of Service by Mail
- Attachment H – HDSP Unauthorized Mail Item/Contraband Form
- Attachment I – CDCR-128B Form
- Attachment J – CDCR-128B Form

Original signed by:
S. PEERY
Warden (A)

STATE OF CALIFORNIA
NOTIFICATION OF DISAPPROVAL - MAIL/PACKAGE/PUBLICATIONS
CDCR 1819 (Rev. 06/15)

DEPARTMENT OF CORRECTIONS AND REHABILITATION

INMATE'S NAME	CDC NUMBER	HOUSING
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MAIL / PACKAGES SECTION (Complete for mail or package cases only)

<input type="checkbox"/> INCOMING MAIL/PACKAGE	<input type="checkbox"/> 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	MI 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 THIRTY (30) DAYS, AFTER NOTIFICATION OF DISAPPROVAL HAS BEEN FORWARDED TO LET STAFF KNOW THE CHOICE OF DISPOSAL, OTHERWISE MATERIAL WILL BE DESTROYED).	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/APPEAL	FIRST NAME	MI 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 THIRTY (30) DAYS, AFTER NOTIFICATION OF DISAPPROVAL HAS BEEN FORWARDED TO LET STAFF KNOW THE CHOICE OF DISPOSAL, OTHERWISE MATERIAL WILL BE DESTROYED).	ACKNOWLEDGE RECEIPT OF THIS NOTIFICATION: (INMATE'S SIGNATURE)	
	DATE SIGNED	

AUTHORITY TO DISALLOW (Must be completed in all cases)

CAPTAIN'S PRINTED NAME	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 CAPTAIN.

NAME AND NUMBER: _____

I am ordering the religious hardcover book(s) listed below. I understand that the covers must be removed by California Department of Corrections and Rehabilitation (CDCR) staff before the book(s) can be issued to me. I hereby authorize such removal, and absolve CDCR of any and all liability associated with this alteration.

BOOK TITLE(S)

INMATE (signature)

CHAPLAIN/ CORRECTIONAL COUNSELOR I

Original: Central File
c: Property File
Mailroom
Inmate

DATE:

GENERAL CHRONO

NAME:
NUMBER:
HOUSING:

I wish to receive the hardcover books listed below. I understand that the covers must be removed by California Department of Corrections and Rehabilitation (CDCR) staff before the book(s) can be issued to me. I hereby authorize such removal, and absolve CDCR of all liability associated with this alteration. If I refuse to complete the authorization form, I will have the option of destroying the book(s) or sending it to an outside designee at my own expense. The allowable property limit is ten (10) books and magazines combined. If over the allowable limit, books and magazines can be exchanged on a one for one basis (one book for one book). All religious hardbound material (including leather bound) will also be removed. This will be completed by the Facility Chaplain with prior approval. This form complies with DOM Section 54010.21 and DOM Section 54030.17.7.

BOOK TITLE(S)

INMATE (signature)

WITNESS/ISSUING OFFICER

Original: Property File
c: Mailroom

DATE:	GENERAL CHRONO
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HIGH DESERT STATE PRISON
UNAUTHORIZED MAIL ITEM/CONTRABAND FORM

DATE: _____

INMATE

CDCR #

HOUSING

PLEASE RETURN THE YELLOW COPY OF THE CDCR 1819 WITH THIS NOTICE FOR PROCESSING.

Unauthorized Item (s)

Letter with No Return Address _____

Postmarked From _____

CIRCLE THE NUMBER OF THE ACTION YOU REQUEST BE TAKEN.

TRUST WITHDRAWAL POSTAGE NEEDED \$ _____ (OR A SELF ADDRESSED ENVELOPE REQUIRED) _____ x _____ W/the amount of \$ _____

The amount of postage is quoted for sending disallowed item only. If you add anything to the envelope the postage may be more.

1. Send unauthorized item(s) to the person of your choice at your expense. Enclose the appropriate amount of postage, trust withdrawal, or enough indigent (current month) envelopes to cover the cost of postage.

Name: _____

Address: _____

City, State & Zip Code: _____

2. Destroy unauthorized items.
3. Donate per Institutional Procedures.

(Note: HDSP does not have the capacity to store unauthorized items or inmates' unissued personal property.)

FAILURE TO RETURN THIS FORM WITHIN FIFTEEN DAYS WILL CONSTITUTE YOUR APPROVAL TO DISPOSE OF THE UNAUTHORIZED MAILING.

Inmate's Signature and Date Signed (Required)

Processed by: _____
NAME & TITLE

PROOF OF SERVICE BY MAIL
[C.C.P. 1013, 2015.;28 U.S.C. 1746]

STATE OF CALIFORNIA)
)
County of Lassen) **SS:**

I, (A) _____, am a resident of the High Desert State Prison at Susanville, County of Lassen, California, am at least 18 years of age. My mailing address is P.O. Box 3030, Susanville, CA 96127.

On (B) _____, 20 ____, I served a true and correct copy of the following document(s):

(C) _____

on each party listed below by placing it in an envelope, with adequate postage provided, and by depositing said envelope in a box for the United States Mail at HDSP, P.O. Box 3030, Susanville, CA 96127.

Each party to the action has been duly served.

This copy is being mailed to (D):

I have mailed additional copies to (D):

There is regular delivery service by the United States Mail between the above place a mailing and the parties' listed.

I declare, under penalty of perjury, that the foregoing is true and correct.
Dated (E): _____ 20 ____, at Susanville, California.

Signed: _____ CDCR I.D. # _____

<p>HDSP MAILROOM ACKNOWLEDGMENT OF MAILING</p> <p>DATE: _____</p> <p>SIGNED: _____</p>
--

DISPOSITION OF OUTGOING INMATE MAIL

Per California Code of Regulations, Title 15, Section 3147. Definition and Disposition of Mail. "(a) All incoming and outgoing mail shall be handled in accordance with the following: (6) Stopped Mail. If for any reason set forth in this article or in approved facility mail procedures any first or second class mail is not accepted for mailing for an inmate or is accepted for mailing but is not promptly mailed, the inmate will be notified in writing of the reason for refusal to accept or to promptly mail the items. The notice will include the disposition to be made of any such mail in the possession of Department employees. Unless the retention of such mail is required in legal or disciplinary proceedings against the inmate it will be promptly mailed or returned to the inmate."

INMATE NAME: _____ CDCR#: _____

HOUSING: _____

OUTGOING MAIL addressed to: _____

STOPPED MAIL – On _____ (date) we received the above addressed mail from you that you attempted to send out from High Desert State Prison (HDSP), which the Mailroom is unable to process. The mail you are trying to send out is in violation of HDSP DOM Supplement 54010.3, Inmate Mail. The violation consists of:

- | | |
|---|--|
| <input type="checkbox"/> No return address | <input type="checkbox"/> Not inmate's legal name |
| <input type="checkbox"/> Incomplete return address (inmate's return address must include housing) | |
| <input type="checkbox"/> No CDCR # (return address must include CDCR#) | <input type="checkbox"/> Outgoing address incomplete |
| <input type="checkbox"/> Insufficient postage/no CDCR 193, Trust Withdrawal | <input type="checkbox"/> All property must be mailed through R&R |
| <input type="checkbox"/> No altered/inmate manufactured envelopes | <input type="checkbox"/> No gang affiliated symbols/material |
| <input type="checkbox"/> Does not qualify as "Confidential" | <input type="checkbox"/> Unauthorized use of state property |
| <input type="checkbox"/> Can't send interdepartmental envelopes through US mail | |

Other: _____

The mail is attached to this notice and is being returned to you/or the Mailroom is retaining this piece of mail because: _____

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