

# Memorandum

Date : October 14, 2015

To : All Staff

Subject : **ADDENDUM TO DOM SUPPLEMENT 54010 INMATE MAIL**

In an effort to more effectively identify legal mail collected in housing units so the legal mail may be processed in accordance with policy, the following addendum is effective immediately and shall be incorporated into DOM Supplement 54010 INMATE MAIL, at its next scheduled revision in April 2016 (~~strikethrough — old language~~, underline — new language).

The following sections shall be amended to read:

## **54010.12.2 Processing Outgoing Confidential Mail**

The Housing Unit Officer shall place their printed first initial, last name, badge number, date and signature on the sealed area on the back of the envelope. The housing unit officer shall place a strip of transparent tape across their name and the seal. The outgoing legal mail shall be logged in the housing unit logbook and retained by the staff to be placed into the mailbag. The legal mail shall be bundled separately before being given to the First Watch Housing Unit Control Booth Officer for separating legal mail and regular mail. This shall be done in an effort to identify and process legal mail in accordance with policy. The mail shall not be returned to the inmate after it has been sealed and logged. If the inmate wants to retrieve the mail prior to it leaving the housing unit, the staff can do so by generating a CDCR-128B Informative Chrono and having the inmate sign indicating he personally rescinded the mailing of the item.

If prohibited material is found in the mail, the correspondence and the envelope in which it was contained will be confiscated and reported to the employee's immediate supervisor. Disciplinary action may be taken or criminal proceedings may be instituted.

The First Watch Housing Unit Control Booth Officer will separate legal mail from regular mail in separate bundles. All mail is placed in the small Legal Mail bag and delivered to Central Control for Facility A and B, Complex Control for Facility C and D, prior to 0500 hours. Level I mail bags will be delivered to the staff entrance by the 1/W O.P. Sergeant.

4 *P. Vera CDW (A)*  
MARTIN BITER  
Warden  
Kern Valley State Prison