

# Memorandum

Date : October 16, 2015

To : All Staff

Subject : **ADDENDUM TO DEPARTMENT OPERATIONS MANUAL SUPPLEMENT 54010**

## Section 54010.12 (added verbiage)

Mailroom Records shall be maintained for departmental purposes/use only. A specific request for confirmation of mailing may be provided upon a legitimate proof of need for such a request in the form of a letter from the specific court system confirming non-receipt and/or court requirement of such information through the Institutions Litigations Office.

CDCR 119, Legal Mail logs will be provided one time per month at the inmate's request. Any further requests for copies of CDCR 119's will be charged ten cents per page and require documentation to support the need for the additional copies by the legal organization.

## Section 54010.18 (amended back to original verbiage)

### **Funds Enclosed**

#### Enclosed Funds:

(Refer to KVSP Operational Procedure #609, Receiving and Transferring of Inmate Funds).

Funds may be mailed to the inmate by personal check, money order, or cashier's check. Funds can be sent using JPAY with credit/debit card payments online at [www.jpay.com](http://www.jpay.com).

Another way to send funds is by using Western Union, which can be done by utilizing the walk-in cash payment, phone payments and/or online [www.westernunion.com / corrections](http://www.westernunion.com/corrections).

Funds received by mail shall be processed as follows:

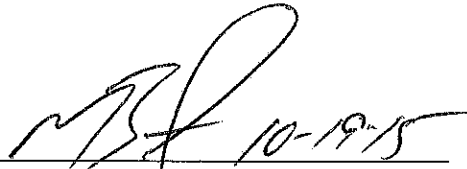
All correspondence with money orders and/or cashier's checks shall have a stamp placed outside of the front envelope showing the date, the amount and the initials of the person processing the remittance, and forwarded to the inmate. An example of the stamp:

EXAMPLE OF MAILROOM STAMP:

Date: \_\_\_\_\_ Amt: \_\_\_\_\_  
M.O: \_\_\_\_\_ Pers CK: \_\_\_\_\_  
Stamps: \_\_\_\_\_ No Letter: \_\_\_\_\_ Paper: \_\_\_\_\_  
CDCR 106: \_\_\_\_\_ Env: \_\_\_\_\_ Other: \_\_\_\_\_  
Initials: \_\_\_\_\_ Pics: \_\_\_\_\_

The cashier's check or money order shall have the inmate recipient's name and CDCR number in ink as near to the upper left hand corner as possible. The Accounting Office shall place the KVSP endorsement stamp on the check or money order. The use of CDCR Form 345 Power of Attorney eliminates the necessity for the inmate's personal endorsement. Per DOM Section 54010.18.4, when personal checks are received, a rubber stamp shall be used to imprint on the face of the envelope in which it was received reading "\$\_\_\_\_ personal check has been accepted at this time". Personal checks or money orders shall not be placed into the Inmate's Trust Account until the check has cleared with the bank.

Cash will not be accepted. All cash shall be recorded in the mail room cash log, forwarded to the Accounting Office for processing and funds returned to the sender.

  
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Martin Biter  
Warden  
Kern Valley State Prison