

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
**NORTH KERN STATE PRISON**  
**DELANO, CALIFORNIA**  
*Revised: June 2015*

**I. PLAN NUMBER AND TITLE**

Operational Procedure #113  
Inmate Mail

**II. PURPOSE AND OBJECTIVES**

To maintain a procedure for the sending and receiving of mail for inmates housed at North Kern State Prison (NKSP) in accordance with departmental rules, regulations, policies and federal postal regulations.

To give directions to staff so they are fully aware of mail requirements which will ensure a rapid and orderly processing of mail and reduce time spent by staff in resolving inmate mail problems.

**III. REFERENCES**

- A. California Code of Regulations (CCR), Title 15, Sections 3006, 3009, 3130 through 3147, 3151, 3152, 3153, 3161, 3162, 3163, and 3165
- B. California Penal Code (PC), Section 2601
- C. Department Operations Manual, Chapter 5, Articles 41 and 43
- D. Standard for Adult Correctional Institutions, 2<sup>nd</sup> Edition, 204369 and 2-4378J
- E. Domestic Mail Manual, United States Postal Service, Sections 144.4 and 144.5
- F. American Correctional Association Standards 4285, 4287, 4289 – 4492, 4495 and 4496
- G. Memorandum dated August 12, 2013, authored by M. D. Stainer, Director (A), Division of Adult Institutions, titled "Prison Legal News V. Brown (Disapproved Publications)"

→ H. Operational Procedure (OP) 214 Trust Withdrawal Request

**IV. REVIEW AND APPROVAL**

This procedure will be reviewed annually in the month of June by the Custody Captain, via the Associate Warden-Central Operations, and approved by the Warden.

**V. RESPONSIBILITY**

- A. The Warden is responsible for the overall operation of this procedure.
- B. The Watch Commander is responsible for the overall operation of the mailroom.
- C. The Office Services Supervisor I (OSS I) is the direct supervisor of the staff assigned to the mailroom, who in turn will be responsible for implementation of all phases of this procedure.
- D. Housing unit officers are responsible for the distribution and collection of inmate mail within their units and for re-routing mail of inmates re-housed within the institution. Housing unit officers are responsible for returning all mail undelivered, due to the inmate's parole or transfer from the institution, to the mailroom the day after the attempted delivery to ensure prompt forwarding.
- E. Inmates and their correspondents are personally responsible for the following:
  - The contents of each item of mail
  - What they send into or out of the institution

## **VI. METHODS**

- A. Upon arrival into the institution, all inmates will be instructed to review the NKSP Inmate Orientation Manual for departmental regulations and institution-level procedures governing inmate mail.
- B. Any violations of laws governing mail will be referred to postal authorities and other appropriate law enforcement officials. Violation of law, policies set forth in the CCR, or this procedure, may result in disciplinary action and/or temporary suspension or denial of correspondence between the person(s) involved.
- C. Correspondence between Inmates and Former Inmates

1. All institution and parole office staff, inmates and parolees, should be informed that prior approval is required for correspondence between inmates and the following persons:
  - Anyone under the jurisdiction of a county, state or federal, juvenile or adult correctional agency;
  - Persons discharged from a correctional facility within the last 12 months; or
  - Persons on parole, probation or outpatient supervision (herein referred to as parolees).
2. Pre-approval is required per CCR, Title 15, Division 3 Section 3139.
3. Inmates who wish to correspond with persons in the custody of correctional systems other than the California Department of Corrections and Rehabilitation (CDCR) will be required to request the approval of their Warden and/or the approving authority, if any, of the other correctional system.
4. Any exchange of written or printed material between inmates of separate or segregated sections of the institution will require the prior approval of the Warden.

### **D. Reading of Regular Mail**

Daily review of all incoming and out-going mail shall be completed by staff. All regular non-confidential mail is subject to be read in its entirety or in part by designated employees of NKSP, before it is mailed for an inmate or delivered to an inmate. Letters shall be randomly selected for reading, or if flagged by the Investigative Services Unit (ISU), the letter shall be forwarded to ISU for their review. The purpose for reading the mail is to ascertain if the text poses a threat to the safety of any person, the public and/or a serious threat to the security of NKSP.

### **E. Inspection of Incoming Mail/Packages**

1. All non-confidential incoming packages/mail addressed to an inmate will be opened in the mailroom utilizing available equipment (i.e., automatic letter openers) and inspected before delivery to the inmate. The purpose of this inspection will be to receive and deposit in the inmates trust account any funds enclosed; to verify and record the receipt of permitted personal property; to prevent the introduction of material, substances, or property, which the inmate is not permitted to possess within the institution. Mailroom staff will stamp the outside of envelopes containing items (i.e., stamps, funds, photos, visiting questionnaires) indicating the quantity received. Refer to Section K, Enclosed Funds, for additional information on money orders, cash, checks, etc. Visiting Questionnaires (CDCR 106) will be removed and forwarded to the Visiting Department.

2. Delivery of incoming first class mail should be accomplished within seven days of receipt from the local United States Post Office; packages within 15 days excluding emergency situations (i.e., modified programs, lockdowns), weekends and holidays. Delays may result when mail with incomplete and/or inaccurate addresses is received.
3. A log will be maintained by the OSSI recording the date and amount of mail received. The OSSI shall enter in the log the following information for first class mail: for regular envelopes and post cards in all mail trays, record the date mail was received and number of pieces of mail each day. Large envelopes in mail bins, because of their irregular size, shall be counted rather than date stamped. The log will be utilized by the OSSI to monitor the progress of the incoming mail.
4. Mailroom staff shall process standard mail without interruption:
  - a. Mailroom staff shall first sort properly addressed mail from mail with problems (misaddressed mail), and then search and process the properly addressed mail. The mail with problems shall be processed last.
  - b. Handling of mail containing contraband should not delay other mail processing. Exceptions include drugs, drug paraphernalia, items deemed dangerous, or a threat to institutional security. These will be handled immediately through existing protocols.
  - c. Unapproved mail shall be set aside and processed daily.
  - d. All incoming mail/letters without a return address will be stamped "Refused Unidentified Correspondent" and returned to the Post Office.

F. Inspection of Out-Going Mail/Packages

All out-going mail and packages will be searched before being sealed and mailed by the housing unit officers. Inspections of out-going regular mail will normally be on an intermittent basis. Exceptions will be made for individual inmates when there is a reason to believe the mail will pose a danger to the safety of person(s) or a threat to institutional security.

1. First watch housing unit officer assigned the task of inspecting out-going inmate mail will inspect each piece of mail to ensure it is free of contraband and does not pose a threat to the security of the facility/institution.
2. The housing unit officer will stamp all outgoing mail with a stamp with black block letters, which shall read "Department of Corrections and Rehabilitation". The stamp pads are refillable. Place the empty stamp pad in an outgoing mailbag and mailroom staff will refill and return the stamp pad in the next day's unit mailbag.
3. The housing unit officer will then bundle all items of mail into separate stacks according to letter size, stamped, metered, legal, and out of country indigent mail. Envelopes will be sealed and bundled with a rubber band. The mail will then be placed in the institution mailbags.

G. Outgoing Flag Mail

Flag mail is any mail, which poses a danger to a person(s), the public, or a serious threat to the security of the facility and prevents the sending of contraband. Any letters found by an officer containing questionable contents will be delivered to the immediate supervisor. If the supervisor feels there is reasonable cause to halt the letter, the supervisor will forward it to the appropriate staff such as the Lieutenant or ISU, to be reviewed. A memorandum from the officer who discovered the contraband will be attached documenting how the contraband was discovered.

#### H. Indigent Inmates

1. Indigent inmate means an inmate who has \$1.00 or less in their Inmate Trust Account for 30 consecutive days. Inmates will sign up for indigent envelopes in their housing units using the Indigent Inmate Envelopes Sign-Up List (Attachment A). All requests for indigent envelopes will be processed by the third watch housing unit officer prior to the end of their shift on Friday. The sign-up list is due in the mailroom by Monday for processing.
2. Accounting staff will provide a Trust Restitution Accounting Canteen System (TRACS) weekly indigent list to each Facility Captain on Thursday via institutional mail.
3. The housing unit officer will utilize this list to determine eligibility for indigent envelopes as requested on the sign-up list. After appropriate verification and approval, envelopes and enough paper (no more than 5 sheets) to allow them to send out five 1 ounce first class letters per week will be issued to the inmates once per week. The envelopes, along with a copy of the sign up sheets, will be delivered to the housing units by Friday of the same week. Those inmates not meeting the indigent criteria will be notified of denial on the sign-up sheet.
4. Pre-printed indigent envelopes or blank envelopes stamped with zero postage will be issued to indigent inmates. Mailroom staff will maintain a record of the inmate's approved/denied requests for indigent envelopes.

#### I. Post Office Box Numbers

1. To ensure proper mail delivery and prevent delays in receiving mail, all incoming and outgoing mail shall have the correct inmate name, CDCR number, address, and zip code inscribed on the front of the envelope or package.
2. An example of the method of addressing correspondence is:

John A. Doe CDCR #  
Facility, Dorm, Bed #  
(Upper or Lower)  
PO Box 5000 for "A" and "M" yard  
PO Box 4999 for "B" yard  
PO Box 5004 for "C" yard  
P O Box 5005 for "D" yard  
The zip code for all PO Boxes is 93216

Note: PO Box Number is how the mailroom staff separates incoming mail.

#### J. Locating Inmate's Housing for Mail Distribution

1. All inmate mail without a CDCR identification number will be looked up on the Strategic Offender Management System (SOMS) computer, searched using the inmates name in an effort to locate the inmate. Undeliverable first class mail will be returned to sender.
2. Re-Route Mail
  - a. Once the third watch housing unit officer has delivered the inmate mail and discovered various letters are undeliverable, the housing unit officer will utilize the SOMS computer in their unit to locate the inmate's current housing or institution.
  - b. Mail for inmates still housed at NKSP will be forwarded immediately by the housing unit officer to the inmate's current housing unit. Under no circumstance will re-route mail be returned to the mailroom. Each facility will include on the

respective Daily Activity Report (DAR) the name of the officer who distributed the mail and the time mail was delivered to the inmates.

- c. Mail for inmates whom have transferred to another institution or paroled will have the inmate's current institution or parole region noted on the envelope and forwarded to the mailroom.
- d. Mail undeliverable after searching in SOMS by CDCR number and name will be marked unable to locate and returned to the mailroom.

#### K. Enclosed Funds

- 1. Upon arrival of funds via mail, the mailroom staff will document the funds on the Mailroom Receipts Log form (Attachment B). These funds, other than cash, will be processed and reviewed by the Accounting Trust Office to determine if funds are appropriate for deposit into the inmate's trust account.
2. Cash received will be documented in the Mailroom Logbook. The cash shall be receipted and transferred to the accounting cashier with a copy of the envelope the cash was received in sealed in a bank bag. The cashier shall verify the cash received.
  - a. Mailroom staff shall complete a standardized "Cash as Contraband" memorandum to the inmate informing them the cash was received and a refund check for the total amount was returned to the sender. A copy of the envelope containing the currency and one copy of the memorandum will be forwarded to the Accounting Trust Office **no later than 1500 hours daily** in a sealed bank bag. The copy of the memorandum shall be folded around the copied envelope and held in place with a rubber band/paperclip. The information in the center of the memorandum shall be clearly visible to the reader.
  - b. Mailroom staff shall be issued daily two receipts by the cashier: 1) a transfer receipt form, std. 440. (Attachment C), reflecting the total amount of funds transferred to the Accounting Office; 2) a support receipt (Attachment D), verifying the funds the Accounting Office has received within the sealed envelope. The Trust Office will process the cash per current departmental policy.
  - c. The mailroom will forward the original envelope and the rest of its contents to the inmate with the "Cash as Contraband" memorandum attached.
3. All letters with negotiable funds, other than cash, will have a stamp placed on the outside of the sending envelope showing the date, amount received, and the initials of the person processing the remittance.

When checks are received in window type envelopes (i.e., government check, etc.) where the inmates information is printed on the check rather than the envelope, mailroom staff will write the inmate's name, CDCR number, assigned housing and the amount of funds received on the envelope and forward the envelope to the inmate.

4. Mailroom staff, using the Mailroom Receipts Log, shall log the following information regarding all funds received:
  - Inmate's name and CDCR number
  - Amount of funds received
  - Type of negotiable instrument (i.e., cash, money order, check - Social Security Insurance [SSI], Employment Development Department, tax refund, etc.)
  - Check number
  - Sender's name
- a. The Mailroom Receipts Log shall be dated, initialed by mailroom staff, totaled, numbered by page, and shall specify the housing unit for which the list pertains.

- b. On a daily basis, no later than 1500 hours, the negotiable funds accompanied by the Mailroom Receipts Log shall be sealed in a bank bag and hand-carried to the Accounting Department's cashier. If any mailroom funds have not been processed during the normal daily business operations, the staff processing the enclosed funds will place the funds in a sealed envelope, initial and date the envelope, then secure the envelope in the mailroom safe to be processed by that same staff the following business day.
        - c. Mailroom staff shall be issued daily, two receipts by the cashier: 1) a transfer receipt form, Std. 440 (Attachment C), reflecting the total amount of funds transferred to the Accounting Office; 2) a trust receipt (Attachment E), verifying the funds the Accounting Office has received within the sealed envelope.
  5. Upon discovery of a discrepancy when verifying funds within the sealed bag, the cashier will request another staff immediately conduct a second verification. If the discrepancy still exists, the cashier will notify their supervisor, note the discrepancy on the trust receipt, and the Mailroom Receipts Log and attach a copy of the verification calculator tapes showing the discrepancy. A copy of the trust receipt and mailroom receipts log shall be sent to the Correctional Business Manager, the mailroom supervisor, and ISU.
  6. The cashier and the mailroom will maintain records of the Mailroom Receipts Log, the transfer receipt, and the trust receipt.
  7. The cashier shall enter the trust receipt date, number, and batch posting number on the Mailroom Receipts Log once the transaction is appropriately processed.
  8. Checks requiring verification of eligibility of receipt such as SSI, state and federal income tax returns, state and county welfare checks, and Veterans Administration Compensation will be held by the Inmate Trust Accounting Office until verified the inmate is eligible to receive the funds.
  9. Upon receipt of such checks, the Inmate Welfare Fund (IWF) desk will check SOMS prior to calling the issuing agency so they can provide the agency with information as to when the inmate arrived, arrest date, social security number, etc. The cashier will then be instructed to either deposit the funds to the inmate's trust account should they be eligible to receive it or to return it to the issuing agency upon demand.
- L. Disposition of Undelivered Contraband Mail
  1. Regular incoming mail and or enclosures that are disallowed will be disposed of in the following manner:
    - a. Returned to sender; mailed at the inmate's expense to an outside correspondent designated by the inmate.
    - b. With the inmate's written consent, destroyed or donated to a charitable organization outside the institution.
    - c. In the event the inmate refuses to designate disposition of the item or following the denial on the inmates appeal at the second level, the item will be rendered useless and disposed of in the "Hot Trash" receptacle.
    - d. The inmate will be given a notice advising he has 15 days from the date of notice advising him that disallowable mail was received at NKSP. The notice will advise him to forward a CDCR-193 Trust Account Withdrawal Order to the mailroom to pay the postage to have the item(s) returned to the sender. The notice shall advise the inmate with a description of the disallowed property/publications, who mailed it, and the reason why the property/mail is not allowed. If the inmate fails to respond within the 15-day period, the item(s) will be disposed of by donation of

the item(s) to charitable organizations; destroyed if obscene or unusable in the "Hot Trash" receptacle.

2. The following list is a sample of commonly disallowed items:

- Identification cards, pre-paid telephone cards, or credit cards
- Stickers or glitter items (including address labels)
- Hard plastic, metal, or laminated items
- Clothing material (lace, felt, handkerchiefs) and similar items
- Factory or handmade jewelry
- Pens, pencils, writing and drawing instruments, construction grade, transparent or tracing paper
- Musical or voice activated cards
- Metal spring binding commonly used on calendars and note pads
- All other items unable to be searched without destroying the contents
- Blank negotiable items (i.e., checks, deposit slips) or blank transaction forms requiring a signature to transfer funds
- Items larger than 8" x 10" (e.g., photos, greeting cards, etc, calendars when unfolded cannot exceed 12" x 12" no metal).
- Photographs which are larger than 8" x 10" (for security reasons, the photographs received from correspondents may not be framed in such a manner they cannot be adequately searched nor have backings attached to them). No negatives or slides shall be allowed. Albums are available through the canteen but are not acceptable by mail or in packages
- Photographs depicting, promoting, or identifying gang membership/association
- Photographs depicting explicit sexual activity, which would otherwise be disallowed
- Polaroid Photographs
- Catalogs and/or advertisements whose sole purpose is to sell a product or service or solicit a response from an inmate
- Any material soliciting a response from an inmate (order forms, entry forms, etc)
- Trading cards (i.e., sports, etc) and autographed items
- Letters with perfume, powder, lipstick or oil stains, on the envelope or its contents
- Cancelled checks, or copies of checks/money orders
- Checks or money orders made payable to other agencies or parties (e.g., checks and money orders made payable to magazine publishers)
- Checks or money orders enclosed in the same envelope, which are made payable to other inmates (different from the inmate to whom the correspondence is addressed)
- Compact Disc or DVD's containing computer data (pre-recorded audio CD's may be obtained within approved methods/limitations)
- Collectable items (i.e., stamps, cards, etc)
- Birth certificates, marriage licenses, escrow papers, copies of deeds, etc
- Home made greeting cards (incoming or outgoing)
- No pages from magazines or books
- No hair of any kind
- No bodily fluids or excretory functions

M. Handling and Screening of Approved Periodicals and Publications

1. The OSSI will ensure all incoming books, magazines, and newspapers are screened prior to issuance. A publication received through the United States Mail from a publisher or vendor may be excluded only when it contains matter described in Title 15, Section 3135(c). If a publication is received through the United States Mail meeting the criteria above, the OSSI will return the material to the Post Office, as they may not be accepted into the institution. It will be the responsibility of the OSSI to adhere to these provisions and to maintain a list of disapproved publications.

Inmates on Reception Center (RC) status (Privilege Group U) will be allowed to receive magazines, newspapers, periodicals, and books (up to five books only from an approved publisher or vendor). Once the five-book limit is reached, any additional books received will be returned to the sender at the inmate's expense or the inmate may donate them. These items will be exchanged by the third watch housing unit officers on a one for one basis. The inmate may donate old magazines or newspapers to the institutional libraries.

2. Even though inmates may subscribe to newspapers, periodicals and purchase books directly from the publisher or vendor, nothing in this section shall be construed as limiting the institution's right to inspect non-confidential material and to limit the number of publications an inmate may possess at one time. Inmates will not join or belong to book clubs.
3. Inmates may purchase, receive, read, and permit other inmates within their immediate proximity to read any and all of their legal materials, newspapers, periodicals, and books accepted for distribution by the United States Post Office except those, which are described in Title 15, Section 3135 and PC 2601.
4. All religious materials, i.e., Bibles and reference books, will be processed by the mailroom, searched for contraband, and distributed to specific inmate(s), provided the item is sent through a vendor or an established religious organization. Questions regarding the estimated value of the item, or validity of the distributor should be referred to the appropriate chaplain of the specific faith group who will review the item and approve or deny it for distribution. Materials received from private correspondents without approval will not be accepted. All such unapproved items will be returned, donated, or disposed of per institution policy.
5. One Bible will be permitted per inmate through authorized special purchase and shipped directly from the vendor. Inmates in Facility A or Facility M may receive other books from a vendor or publisher. No more than five books may be received at a time. Inmates may not have more than 10 books at a time, including religious books.
6. When incoming or outgoing publications addressed to or being sent by an inmate are withheld or disallowed, the inmate shall be informed via CDCR 1819, Notification of Disapproval-Mail/Packages/Publications (Attachment F) of the reason, disposition, name of official disallowing the publication, and the name of the official to whom an appeal can be directed. A letter shall also be sent by the institution to the publisher explaining why the item was denied (Attachment G). The format of this letter shall not be altered without the authorization of the Director. All publications being withheld and/or disallowed shall be tracked by mailroom staff utilizing the Disapproved Publication Tracking Chart (Attachment H). A copy of this chart shall be submitted to the Standardization Procedure Unit no later than the 15<sup>th</sup> of each month by the Warden's Office.

N. Delivery of Mail

1. The regular inmate mail is delivered to the Central Control Foyer by 1300 hours. The third watch building officers shall pick up the mail for their assigned building and the mailbags will be carried by the handle and not dragged. The building officers will ensure the mail is delivered prior to or during the 1700 count. Mailbags for Facility M Dorms 1 and 2 will be picked up at the entrance building and transported to Facility M by the Outside Patrol (OP) Sergeant.
2. Temporary Absence
  - a. Mail will be held in the mailroom for an inmate who is temporarily away from the



institution when the inmates' return is anticipated within seven working days.

- b. After seven working days, the mail will be returned to sender or forwarded if the inmate has left a forwarding address.

O. Vendor Packages/Quarterly Packages/Privilege Group U

1. Inmates in Privilege Group U shall not be allowed personal property packages unless granted pursuant to the Armstrong and Clark Remedial Plans for extended stay inmates (refer to Operational Procedures 156, Disability Placement Program and 210, Developmental Disability Program). All packages are shipped directly to the institution by approved vendors. All packages will be picked up by the Package Officer who will deliver and distribute the packages to the facilities.

All packages are shipped directly to the institution by approved vendors. All packages will be picked up by the designated staff member who will deliver and distribute the packages to the facilities.

2. Mailroom Tracking and Processing of Inmate Packages

- a. All packages (vendor, quarterly, medical specialty clinic items, purchased educational material and miscellaneous property of monetary value) mailed to inmates will be tracked and logged by mailroom staff on the Package Tracking Log (Attachment I).
- b. The Package Tracking Log shall include date the package was received by mailroom staff, person the package was addressed to or box identification number, the information from the sending party, mode of delivery (i.e. USPS, FED-EX, UPS, etc.), name of the department the package was forwarded to and the date, printed name and signature of the staff retrieving package from the mailroom.
- c. Quarterly packages received from vendors in bulk on pallets will be signed for by mailroom staff leaving the pallet intact. The Package Officer will break down the pallet, provide the mailroom staff a copy of the manifest and sign for the packages as indicated above.
- d. An entry and exit log will be maintained for staff not assigned to the mailroom. The name of the staff member along with the times they entered and exited the mailroom will be required. Mailroom staff is responsible to ensure both logs are completed.

P. Outgoing Legal/Confidential Mail

1. Inmates wishing to post legal/confidential mail will do so by presenting the correspondence, unsealed, to the housing unit officer. The housing unit officers will be responsible for collecting, inspecting, logging and processing of the legal mail.
  - a. First watch staff will separate legal mail from regular mail in separate bundles. All mail is placed in the mailbag and delivered to the Central Control foyer prior to 0630 hours.
  - b. Mail from Facility M will be picked up by the OP Sergeant, delivered to the Central Control foyer prior to 0630 hours, and returned to the Front Entrance Building.
  - c. Mailroom staff will gather all legal mail from the housing units and log the inmate's name, CDCR number and attorney's address on the Outgoing Legal Mail Ledger.
  - d. Verification of legal mail for indigent inmates is done through mailroom staff who will verify the inmate is without funds via TRACS report. If the inmate is indigent, the legal mail is processed with the correct amount of postage added. If the inmate has funds, the legal mail is returned with a trust account slip to be signed

by the inmate to pay for postage.

- e. Outgoing legal mail is delivered to the United States Post Office prior to 1000 hours.

#### R. Incoming Legal/Confidential Mail

1. Incoming legal/confidential mail shall be sorted by mailroom staff and logged in the Confidential/Legal Mail Computer System.
  - a. The mailroom staff will place all legal/confidential mail in the x-ray machine found in the mailroom. As many envelopes as possible, without overlapping, will be placed inside for x-ray and viewed for contraband. ISU will be notified of any discrepancies.
  - b. Inmate's CDCR number will be verified on SOMS to discover current locations and immediately forwarded to the inmate.
  - c. If the inmate is no longer at NKSP, the mail will be logged indicating it is being forwarded to the new location.
  - d. If an inmate cannot be located on SOMS, this information will be logged and the appropriate stamp will be placed on the outside of the envelope and returned to the sender.
  - e. If an inmate refuses delivery of legal/confidential mail, the mail shall be returned to the OSSI. The inmate's refusal will be logged and the appropriate stamp will be placed on the outside of the envelope and returned to the sender.
2. The mailroom M&SSI will deliver legal/confidential mail to the Central Control foyer by 1300 hours. The Facility Sergeant or designee is responsible for distribution of the legal/confidential mail to the proper inmates.
3. The staff issuing the mail will open the letter for inspection, in the presence of the inmate, and shake out the contents. Inspecting correctional officials will not read any of the contents of the legal/confidential mail.
  - a. If no prohibited material is discovered, the contents will be returned to the envelope and given to the inmate.
  - b. If funds are enclosed, the funds and the envelope will be returned to the mailroom for crediting to the inmate's Trust Account. The envelope will be stamped with the amount of funds and returned to the inmate.
  - c. If prohibited material is found in the mail, it and the envelope in which it was contained will be confiscated and reported to the employee's immediate supervisor. Disciplinary actions may be taken or criminal proceedings may be instituted for those items found to violate the CCR or PC.
4. Legal/Confidential Mail Delivery Schedule:
  - Days: Monday through Friday - No Holidays
  - Hours: Delivery to Central Control foyer by 1300 hours each business day

#### S. Approved Stationary and Envelopes

There shall be free stationary available through the housing officers to any indigent inmate who requests it. Stationary may also be purchased through the Inmate Canteen. Greeting cards are available through the Canteen and free from Chaplains. RC and Mainline inmates will be allowed to receive the following stationary items per letter via the United States Mail:

- RC inmates: 25 sheets of writing paper (no tablets or pads), Mainline inmates: 50 sheets of writing paper.

- 20 embossed envelopes or 20 plain envelopes. No pens, pencils, or other stationary items are allowed. Inmates shall be allowed to receive, but not exceed, up to forty United States Postal Stamps.

#### T. Certified and Insured Mail

1. An inmate may be allowed use of the Certified and/or Registered Mail Service only if proof of requirement is evident or if a real need for this service exists. The proof of requirement can be evidenced in the following manner.
  - Court Order for filing or responding to legal action
  - Proof of service for divorce papers
  - Property being sent out to vendors for repairs (radios, fans, etc.)
  - Unusual circumstances in which the need for this service is clearly existent. It will be the responsibility of the inmate's caseworker to make the determination this service is necessary, and the inmate meets all the requirements for this service.
2. Incoming Certified and/or Registered Mail will be logged in the Certified/Registered Mail Logbook. Certified/Registered marked "Legal Confidential" or bearing a return address of persons and/or offices, listed in CCR 3141 will be processed as earlier described. Should the mail arrive "Deliver to Addressee Only," the inmate will be contacted by his Correctional Counselor I (CCI) to sign for the letter. The letter will be searched by the CCI in the presence of the inmate. All other non-legal confidential mail will be logged, inspected by mailroom staff and forwarded to the inmate in the legal mailbag. The inmate will sign the log provided listed as Certified/Registered Mail Only.
3. To insure a parcel, the inmate must have available funds and submit a Trust Withdrawal requesting such service. The parcel will be stamped insured, given a number and a notation of the transaction will be made in the Issuance Logbook. The inmate must specify the amount the parcel is to be insured.
4. Inmates are not allowed to receive Certified, Registered, Return Receipt Requested, or Insured Receipts from any other service or individual other than NKSP mailroom, which is processed as legal/confidential mail as earlier described, with the exception of "Delivery to Addressee Only" in which delivery will be made by the CCI.
5. The NKSP mailroom will not process outgoing mail for United States Mail Overnight Service (Express Mail) or any other type of express mail service for inmates.

#### U. Trust Account Withdrawals

→ Inmates may use a CDCR 193, Trust Account Withdrawal Order to send money out of the institution or to pay for postage or expenditures within the institution. Approval by a designated staff member as listed in OP 214 Trust Withdrawal Request is required for each CDCR 193. The cost of postage for mailing documents to the courts will be charged against an inmate's Trust Account unless the inmate is indigent.

#### V. Photographs

Inmates may receive photographs by mail. Photographs received from correspondence may not be framed in such a manner they cannot be adequately searched nor have backings attached to them. Inmates cannot receive Polaroid photographs, negatives, or slides through correspondence. Mail received with these items will be immediately returned to sender by stamping the envelope "Unauthorized Mail, Return to Sender." Albums are available through the Canteen but are not acceptable mail or in packages.

**W. Mail Pickup and Delivery**

All mail shall be sorted in the mailroom, outside the security area of the institution.

1. Mail will be delivered to the respective facility package/mail distribution building by 1600 hours, Monday through Friday. There will be no mail service on Saturday, Sunday, or holidays.
2. All incoming United States Mail will be picked up at 1000 hours at the United States Post Office Monday through Friday, excluding holidays.

**X. Gambling**

Inmates' participation in any form of gambling is expressly prohibited by CCR Section 3009. In addition, PC Section 2601 expressly excludes gambling or lottery matter from the mail that inmates are entitled to receive.

**Y. Tax Refund Checks**

The Accounting Office will notify ISU that a state or federal tax refund check is being held pending determination of eligibility. ISU will receive a photocopy of the check and verify the inmate's name and CDCR number.

ISU staff will review the check and compare it to the inmate's incarceration history using SOMS. An inmate may be entitled to a refund check for a tax year, which he was not incarcerated, or when the Department is aware, the inmate has been earning legitimate taxable income (i.e., Joint Venture Programs, Hobby Craft Sales, etc.).

If the Department has no knowledge of an inmate earning any taxable income during their incarceration and the inmate was incarcerated during the entire refund period, the inmate would normally not be entitled to a refund check.

However, if the inmate receives a joint tax refund check made payable to the inmate and his spouse, this type of check is not considered questionable or suspicious.

The designated ISU representative shall only refer questionable or suspicious refund checks to the Internal Revenue Service or Franchise Tax Board for verification.

**Z. Social Security Administration/Welfare Checks**

1. Generally, inmates are not eligible to receive Supplemental Security Income (SSI) checks from the Social Security Administration or welfare checks from the California Department of Social Services or county welfare agencies. This includes any state or government checks that would apply to a resident of a penal institution.
2. The Accounting Office will notify ISU that a SSI or welfare check is being held pending determination of eligibility.
3. ISU will receive a photocopy of the check and verify the inmate's name and CDCR number. The inmate's Central File will be reviewed to determine the following:
  - a. Has the inmate been known to use other names other than the name used at the time of incarceration? A check will be done to match any other Social Security numbers used by the recipient inmate.

- b. Date the inmate entered the system:
    - County time
    - State time
  - c. The length of time served in the state prison system.
4. Eligibility Verification

ISU will contact the appropriate local, state or federal agencies listed below and provide the information necessary to check inmate's eligibility. The agency will approve or disapprove the inmate's eligibility for the Social Security/welfare checks, etc. Unauthorized checks shall be returned to the appropriate agency.

Social Security  
Bakersfield Office  
(661) 861-4242

(Statewide) Social Security Office  
(800) 772-1213

Internal Revenue Service  
Bakersfield Office  
(661) 632-2799

Franchise Tax Board  
(916) 845-5525

Veterans Administration (VA)  
(800) 827-1000

5. Documentation

In the event the investigation reveals intentional fraud or other inmate misconduct, ISU will initiate appropriate disciplinary action and/or criminal proceedings.

At the conclusion of the investigation and any subsequent proceedings, any unauthorized checks will be returned to the appropriate agency via certified mail with a photocopy maintained on file in the ISU Office.

If there is no evidence of wrongdoing, a 128-B will be written by ISU detailing the inmate's eligibility to include all pertinent information. A copy of the 128-B will be hand carried to the Accounting Office which will proceed with processing the check.

All case files for Social Security, IRS Tax Refund Checks, and/or welfare eligibility will be maintained in ISU Office.

  
\_\_\_\_\_  
KELLY SANTORO  
Warden (A)  
North Kern State Prison

6/18/15  
\_\_\_\_\_  
Date

## Attachment A

Date: \_\_\_\_\_ Building: \_\_\_\_\_ C/O: \_\_\_\_\_

[illegible]

**NOTE:** By signing your name on this list, you are stating that you have no funds in your trust account and/or you have not gone to canteen within "30" days. If after review of your Trust Account it reveals that you have funds and/or have gone to canteen within "30" days, a CDCR-128(A) will be issued. Further violations may result in a CDCR-115. Sign-up sheets must be turned into your Facility Program Office by Friday of that week or it will not be processed. REASONS FOR DISAPPROVAL: M-MONEY, C-CANTEEN, U-UNABLE TO READ, I-MULTIPLE SIGN-UPS.

**TRUST OFFICE USE ONLY**

Date: \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Batch # \_\_\_\_\_

DATE:  
INITIALS:

[illegible]

STATE OF CALIFORNIA-DEPARTMENT OF FINANCE  
STD. 440 (REV. 1/2005)

ORIGINAL-TRANSFEROR  
DUPLICATE-TRANSFEREE  
TRIPLICATE-ACCOUNTING RECORD

**TRANSFER RECEIPT**  
NOT A RECEIPT FOR PAYMENT BY THE PUBLIC

No. \_\_\_\_\_

DATE \_\_\_\_\_ 20\_\_\_\_

RECEIVED FROM \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRANSFEREE



**"Cash as Contraband" Receipt**

NORTH KERN STATE PRISON  
DELANO, CALIFORNIA 93216

<b>RECEIPT</b>		DATE _____	No. 444243
RECEIVED FROM _____		\$ _____	
_____ DOLLARS			
<input type="radio"/> FOR RENT			
<input type="radio"/> FOR _____			
ACCOUNT		<input checked="" type="radio"/> CASH	FROM _____ TO _____ BY _____
PAYMENT		<input checked="" type="radio"/> CHECK	
BAL. DUE		<input checked="" type="radio"/> MONEY ORDER	
		<input checked="" type="radio"/> CREDIT CARD	

**"Negotiable Funds" Receipt**

<b>RECEIPT</b>		DATE		No. 520842	
RECEIVED FROM				\$	
				DOLLARS	
<input type="radio"/> FOR RENT					
<input type="radio"/> FOR					
ACCOUNT		<input checked="" type="radio"/> CASH			
PAYMENT		<input type="radio"/> CHECK			
BAL. DUE		<input type="radio"/> MONEY ORDER			
		<input type="radio"/> CREDIT CARD			
		FROM	TO		
		BY			

TRUST

STATE OF CALIFORNIA  
CDCR 1819 (Rev. 08/08)

DEPARTMENT OF CORRECTIONS AND REHABILITATION

## NOTIFICATION OF DISAPPROVAL - MAIL/PACKAGES/PUBLICATIONS

INMATE'S NAME

CDC NUMBER

**MAIL / PACKAGES SECTION** (Complete for mail or package cases only)☐ INCOMING MAIL/PACKAGE☐ 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/APEAL	FIRST NAME M	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 FIFTEEN (15) DAYS, AFTER NOTIFICATION OF DISAPPROVAL HAS BEEN FORWARDED, TO LET STAFF KNOW THE CHOICE OF DISPOSAL, OTHERWISE MATERIAL WILL BE DESTROYED).	I 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
---	-----------	---

DESCRIPTION OF MATERIAL THAT MEETS DISAPPROVAL CRITERIA, INCLUDE CCR, TITLE 15 SECTION

DISPOSITION	DESIGNEE INFORMATION	
<input type="checkbox"/> HELD PENDING INVESTIGATION/APEAL	FIRST NAME M	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 FIFTEEN (15) DAYS, AFTER NOTIFICATION OF DISAPPROVAL HAS BEEN FORWARDED, TO LET STAFF KNOW THE CHOICE OF DISPOSAL, OTHERWISE MATERIAL WILL BE DESTROYED).	I ACKNOWLEDGE RECEIPT OF THIS NOTIFICATION: (INMATE'S SIGNATURE)	
	DATE SIGNED	

**AUTHORITY TO DISALLOW** (Must be completed in all cases)

FACILITY CAPTAIN'S PRINTED NAME	FACILITY 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 FACILITY CAPTAIN.

## DIVISION OF ADULT INSTITUTIONS

NORTH KERN STATE PRISON

2737 West Cecil Avenue

P. O. Box 567

Delano, California 93216



Date

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 name and CDCR numbers of all intended inmate recipients of the publication)* housed at North Kern State Prison. This is based on a violation of the California Code of Regulations (CCR), Section *(List violated CCR section)*, which states in part, "*(Enter applicable CCR language)*." Your publication contained material on page(s) *(Enter page numbers)* 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 the Custody Captain at (661) 721-2345, extension 7000.

Sincerely,

AUTHOR NAME IN CAPS

Title

North Kern State Prison

# North Kern State Prison

Attachment H

[illegible]



## Package Tracking Log

2015

<b>1</b>	PACKAGE ADDRESSED TO	RECEIVED FROM	UPS	GSO	FedX	USPS	Redd
	RECEIVED IN MAILROOM BY	DATE	FORWARDED TO				DATE
	RECEIVED BY	DATE	SHIPPING TRACKING #				DATE
	PRINT						
<b>2</b>	PACKAGE ADDRESSED TO	RECEIVED FROM	UPS	GSO	FedX	USPS	Redd
	RECEIVED IN MAILROOM BY	DATE	FORWARDED TO				DATE
	RECEIVED BY	DATE	SHIPPING TRACKING #				DATE
	PRINT						
<b>3</b>	PACKAGE ADDRESSED TO	RECEIVED FROM	UPS	GSO	FedX	USPS	Redd
	RECEIVED IN MAILROOM BY	DATE	FORWARDED TO				DATE
	RECEIVED BY	DATE	SHIPPING TRACKING #				DATE
	PRINT						
<b>4</b>	PACKAGE ADDRESSED TO	RECEIVED FROM	UPS	GSO	FedX	USPS	Redd
	RECEIVED IN MAILROOM BY	DATE	FORWARDED TO				DATE
	RECEIVED BY	DATE	SHIPPING TRACKING #				DATE
	PRINT						
<b>5</b>	PACKAGE ADDRESSED TO	RECEIVED FROM	UPS	GSO	FedX	USPS	Redd
	RECEIVED IN MAILROOM BY	DATE	FORWARDED TO				DATE
	RECEIVED BY	DATE	SHIPPING TRACKING #				DATE
	PRINT						
<b>6</b>	PACKAGE ADDRESSED TO	RECEIVED FROM	UPS	GSO	FedX	USPS	Redd
	RECEIVED IN MAILROOM BY	DATE	FORWARDED TO				DATE
	RECEIVED BY	DATE	SHIPPING TRACKING #				DATE
	PRINT						