

# Memorandum

Policy Memo 15/023

Date: July 23, 2015

To: All Staff  
North Kern State Prison

Subject: **ADDENDUM TO OPERATIONAL PROCEDURE 113 INMATE MAIL**

Effective immediately, the following bolded changes will be incorporated in Operational Procedure (OP) 113, Inmate Mail, regarding the change from 15 days to 30 days an inmate has to respond to the notification that a mail, package or publication has been denied based on Informational Bulletin 15/17.

## VII. METHOD

### L. Disposition of Undelivered Contraband Mail

- d. The inmate will be given a notice advising he has ~~15 days~~ **30 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~~ **30-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.

This policy will remain in effect until incorporated into the next revision of OP 113, Inmate Mail. If you have any questions regarding this matter, please contact the Custody Captain at extension 7000.



KELLY SANTORO  
Warden (A)  
North Kern State Prison

Attachment

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
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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  <input type="checkbox"/> RETURNED TO SENDER _____ (At Inmate's Expense) (Date)  <input type="checkbox"/> DESTROYED  *(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).	FIRST NAME	MI	LAST NAME
	ADDRESS (NUMBER AND STREET)		
	CITY	STATE	ZIP CODE
	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/APEAL  <input type="checkbox"/> DESTROYED  <input type="checkbox"/> RETURNED TO OUTSIDE DESIGNEE AT INMATE'S EXPENSE _____ (DATE)  ***(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).	FIRST NAME	MI	LAST NAME
	ADDRESS (NUMBER AND STREET)		
	CITY	STATE	ZIP CODE
	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
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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.**