


PLEASANT VALLEY STATE PRISON DOM SUPPLEMENT

 <p>California Department of Corrections Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 ADULT CUSTODY AND SECURITY OPERATIONS</p>
	<p>Article: 41 INMATE MAIL</p>
	<p>Section: 54010.1 POLICY</p>


RESPONSIBILITY FOR REVIEW: Associate Warden, Business Services/Central Operations.

ANNUAL REVIEW DATE: December

ADDENDUM: This addendum shall be effective immediately and shall be incorporated into Department Operations Manual; Supplement 54010.1, at the next regularly scheduled review date.

54010.18 FUNDS ENCLOSED IN CORRESPONDENCE If a money order, certified check, or personal check is inadvertently received by an inmate through the mail, the following process will be implemented:

- The Housing Unit Officer, who is informed by the inmate of funds received, shall issue the inmate a receipt. A copy of the receipt shall be attached to the funds received (**see Attachment E**). The Housing Unit Officer shall be responsible, at the completion of their assigned shift, to take the money order and place it in the locked box labeled Accounting; located in the Front Entrance. Accounting shall be responsible for retrieving any funds on a daily basis. A copy of the receipt shall be maintained in the Facility Program Office.


SCOTT FRAUENHEIM
Warden (A)

6/5/14
DATE