 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

RESPONSIBLE FOR REVIEW

Associate Warden, Business Services.

ANNUAL REVIEW DATE:

December

**54010.3
COMPLIANCE**


The general policy is that correspondence between inmates and persons outside the Prison is encouraged. Sending and receiving mail by inmates shall not be unduly restricted or impeded, nor shall the privacy of such correspondence be invaded, except as may be required to prevent physical injury to persons and to maintain the security of the Prison and the community. An Inmate Orientation Handbook is available to ensure newly arriving inmates are informed of departmental regulations and Prison procedures governing inmate mail.

Correspondents are personally responsible for the contents of their mail. All persons corresponding with inmates must comply with existing laws, regulations and local rules. Violations of law, or the California Code of Regulations (CCR), Title 15, Division 3, may be referred to the appropriate Federal, State, or local authorities for proper disposition. Such violations may also result in the temporary suspension or the denial of correspondence between the involved parties.

**54010.5.1
PROCESSING REQUEST FOR
INDIGENT INMATE ENVELOPES**

Inmates shall be required to sign up for indigent envelopes in their housing units using the "Indigent Inmates Envelopes Sign Up List" for Facility/Housing Unit (**see Attachment A**). Third Watch housing unit staff, prior to the end of their shift, shall process all requests for indigent envelopes the last Thursday of every month and shall forward the list to the Mailroom no later than the first Monday of every month.

Foreign indigent envelopes shall be monitored utilizing the Indigent Envelope Logbook. Staff will separate foreign indigent envelopes from regular indigent envelopes when separating outgoing mail. These envelopes shall be logged in the column provided on the Indigent Envelope Sign Up List by Mailroom staff on a daily basis to ensure inmate adherence to policy.

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

On the first Monday of every month the Mailroom will forward the sign up lists to the Accounting Office. The Accounting Office shall review the inmates Trust Account to ensure the inmate meets the criteria for indigent as defined in the CCR, Title 15, Section 3000. After appropriate verification and approval, the lists shall be forwarded back to the Mailroom for processing. Approved inmates shall receive the equivalent of five envelopes per week.

The envelopes, along with a copy of the sign up sheets, shall be delivered to the housing units for issuance by the Housing Unit Officers. Those inmates who fail to meet the indigent criteria will be notified of the denial on the sign up sheet. Prior to being issued, indigent envelopes shall be stamped with zero postage. Mailroom staff shall keep a record of indigent envelopes issued to inmates. Mailroom staff shall keep a record of the inmate's approved/denied requests for indigent envelopes.


Indigent inmates requesting writing paper and writing implements shall request this from their building staff.

The First Watch Control Booth Officers shall sort and separate all outgoing mail. They shall put all indigent envelopes in one batch, rubber band the envelopes together, and send them to the Mailroom in the mailbags.

**54010.5.2
POSTAGE FOR INDIGENT
INMATES FOR CORRESPONDENCE
TO THE COURTS AND OTHER
PERSONS AS REQUIRED**

Indigent inmates shall have unlimited free mailing, properly addressed to the following parties: The Courts, Attorney General's Office, and the California Victim Compensation and Government Claim Board (formerly known as the State Board of Control), and Chief Inmate Appeals (Third Level of Appeal) only.

Legal mail (legal documents) is not to be confused with confidential correspondence. Although regular mail is necessarily confidential in nature, it is not confidential correspondence as defined in CCR, Title 15, Section 3141. The mailing of confidential correspondence, to those people listed in CCR, Title 15, Section 3141(c), shall be included in the five, one-

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

**54010.6
RECIPIENT'S ADDRESS**

ounce letters issued per week.

To ensure proper delivery of mail, including a publication, and to prevent delays in receiving mail, all incoming and outgoing mail shall have the correct inmate's name, inmate's California Department of Corrections and Rehabilitation (CDCR) number, Prison address, and zip code inscribed on the front of the envelope or package.

To expedite the delivery of mail, including a publication, and to prevent delays in receiving mail, it is recommended that all inmates also list the Facility, Building Number, and Bed Number, on all incoming and outgoing mail.


An example of the method of addressing correspondence is:

Pleasant Valley State Prison
Inmate's Name, CDCR #
P. O. 8500
Coalinga, CA 93210

If the inmate's name appears on the outgoing mail, but the return address is incorrect or incomplete, the mail shall be returned to the inmate. If the inmate's identity cannot be determined by other means, the mail may be opened and inspected for that purpose.

Locating Inmate's Housing for Mail Distribution:

All inmates' First Class mail without CDCR identification (ID) number shall be checked against the Mailroom Strategic Offender Management System (SOMS) locator and/or Offender Based Data System (OBIS), in an effort to locate the inmate. First Class mail and pre-paid magazine subscriptions shall be forwarded to the inmate's new location.

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

Re-Route Mail.

Incoming mail shall be inspected for contraband by Mailroom staff and delivered to the respective Facility's Control Foyer (A/B at Central Control, C/D at Complex Control), and Facility E (Pedestrian Gate) at approximately 1530 hours, Monday through Friday. The Third Watch Facility Sergeant shall designate an officer to deliver the mailbags, along with legal mail, to the Facility Housing Units.


It is the Housing Unit Officer's responsibility to utilize current Alpha Rosters, Daily Movement Sheets (DMS), and Inmate Transfer Forms (GA 154), to locate inmates who have recently moved, and to deliver the mail to the inmates who are within their facility yard. If an inmate cannot be located by utilizing the above resources, the Facility Sergeant, or designee, shall utilize the SOMS, located in the Facility Program Office or Complex Control, to locate the inmate.

If the inmate is Out-To-Court (OTC), Out-To-Medical (OTM), has paroled, discharged, or transferred to another prison, it shall be noted on the envelope and sent to the Mailroom by the Housing Unit Officer, in the mailbag. If an inmate has transferred to the Correctional Treatment Center (CTC), a Facility Search and Escort (S&E) Officer shall deliver his mail. The officer processing the mail shall inspect each piece of mail and separate the mail according to Facility A, B, C, D, and E. This process is to be completed after the re-route mail has been addressed.

The Facility S&E who picks up the 1700 hour count slips shall pick up the re-route mail from the housing units and deliver it to the appropriate facility. Re-route mail for Facility E shall be given to the Outside Patrol Sergeant for delivery.

In the event an inmate is temporarily transferred and admitted to the Coalinga Regional Medical Center (CRMC), the Chief Executive Officer (CEO) will evaluate medical concerns, condition, and care to determine if the inmate will be a long-term

PLEASANT VALLEY STATE PRISON DOM SUPPLEMENT


 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

patient. Once the inmate is determined and verified to be a long-term patient the CEO will submit a memorandum with the inmate(s) name and CDCR number to the Health Care Access Lieutenant. The Lieutenant will author and submit a Chrono General (CDC 128-B), to the Health Care Access Captain, for approval. Once approved the inmate will be allowed to send and receive mail. A copy of the CDC 128-B shall be forwarded to Mailroom staff who will deliver the approved inmate(s) their incoming mail weekly. All outgoing mail will be picked up and processed by the Pleasant Valley State Prison (PVSP) Mailroom. Mailroom staff will inspect the mail to ensure the inmate does not identify the Medical Facility to which they are temporarily housed.

Returned Mail/Postage Due:

All undelivered letters and packages returned to the Prison by the United States Postal Service (USPS) shall be opened and inspected before being returned to the inmate. The purpose of this inspection shall be to determine whether or not the contents originated with the inmate sender identified on the letter or package, and to prevent the introduction of materials, substances, and property the inmate is not permitted to possess in the Prison. The inspection of returned mail shall include regular mail and letters that are mailed as confidential correspondence. The contents of confidential correspondence shall not be examined or read beyond the minimum necessary to determine that it was sent out by the inmate and it was not opened or tampered with before its return to the Prison.

If there is postage due on mail returned or incoming mail addressed to an inmate, a copy of the envelope shall be sent to the inmate, indicating the amount of postage due and the date by which the inmate must send a Trust Account Withdrawal Order form (CDC 193) to the Mailroom to pay for the postage due.

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

**54010.7
IDENTIFYING MAIL
ORIGINATING FROM
PLEASANT VALLEY STATE PRISON**

All outgoing mail and packages shall be searched by staff for contraband before being sealed and mailed. Inspection of outgoing regular mail shall normally be conducted by the First Watch Control Booth Officers. All outgoing mail shall be stamped on the outside of the envelope, "This Mail Generated from Pleasant Valley State Prison," by the First Watch staff. The First Watch Control Booth Officer of each housing unit shall seal each envelope after reviewing the mail intermittently. The First Watch Control Booth Officers shall also ensure they have sorted the mail by size (legal, letter, and large envelopes), by type (indigent, foreign/domestic, metered, in-house Prison, and legal/confidential mail) in mailbags.


**54010.8
INSPECTION AND READING
OF INCOMING AND OUTGOING
MAIL**

A review of incoming and outgoing mail shall be done/completed by staff. All regular non-confidential mail is subject to being read in its entirety, or in part, by designated employees of the Prison before it is mailed for, or delivered to, an inmate. Upon review of the piece of mail, staff shall ensure it is properly sealed by utilizing tape or staples to safeguard its contents.

Definition and Disposition of Mail

All incoming and outgoing mail shall be handled in accordance with the following:

1. Definition of classes of mail by the USPS regulations:
 - a. Defines first class mail as any handwritten or typewritten matter sealed in an envelope that has to be acted upon by the recipient.
 - b. Defines second-class mail as any daily or weekly publications
 - c. Defines third class mail as any matter that weighs up to a pound, and is not of a first class nature (e.g., advertising, mass mailings, etc.).


 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

- d. Defines fourth-class mail as printed matter (e.g., catalogs, brochures, etc.).
- 2. All outgoing mail shall be addressed (i.e., inmate name, CDCR number, P. O. Box number, city, state and zip code) on the front of the envelope, and must meet the following criteria:
 - a. Writing must be legible.
 - b. Artwork drawings are permitted on either side of the envelope as long as it does not obscure the address. Artwork shall not be gang related, depict nudity or sexual situations.
 - c. Inmates shall use standard and legal envelopes only. Handmade or altered envelopes shall not be accepted for mailing.
 - d. All outgoing mail must be stamped by First Watch staff. The stamp shall state, "This mail generated from Pleasant Valley State Prison."
- 3. Unmailed Correspondence:

If, for any reason, any first class or second class mail is not accepted for mailing, or is accepted for mailing but is not properly mailed, the inmate shall be notified, in writing, of the reason for refusal to accept or to promptly mail the items. The notice shall include the disposition to be made of any such mail. An Outgoing Inmate Mail Disapproval Form (see Attachment B) shall be completed by First Watch staff.

**54010.8.1
ITEMS ENCLOSED IN
INCOMING FIRST-CLASS
MAIL**

Inmates may receive from correspondents up to 200 sheets of writing paper or three pads of writing paper (with no metal, plastic or spiral binders), 40 envelopes (plain or embossed with postage), and/or 40 postage stamps. Envelopes received other than standard and legal will be stamped with "This mail generated from Pleasant Valley State Prison," for proof the envelopes were mailed from an outside source. No pens or

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

pencils shall be accepted through the mail, except in the inmate's quarterly package. Inmates may not exceed 10 pages of preprinted or photocopied material if the materials are mailed in bulk form, not to include publications, i.e.; magazines, newspapers, approved vender catalogs. Inmates may receive in excess of 10 pages of preprinted or photocopied material if the materials are mailed in a First Class envelope not to exceed 13 ounces in weight. This is to include Internet mail.

**54010.9
INSPECTION OF INCOMING
AND OUTGOING PACKAGES**

Cash-on-Delivery (COD) mail shall neither be received by, nor sent by, inmates. All such incoming mail shall be refused at the USPS Office by PVSP Mailroom personnel and shall be returned to sender.

Unsolicited advertisements, brochures, fliers, and catalogs shall be disposed of as contraband. Solicited catalogs must be from approved vendors, have the inmate's complete address on the envelope, and a letter enclosed indicating material was requested. Solicited items shall be forwarded to Receiving and Release (R&R) to be given to the Special Purchase Clerk on the affected facility. Only those items listed in the Department Operations Manual (DOM), Subsection 54030.1, Article 43, Inmate Property, may be ordered. All Special Purchases require the approval of the Facility Captain. Catalogs that deal with handicraft items shall be forwarded to the Handicraft Manager for proper distribution.

Inspecting Incoming Mail/Packages, Suspicious Mail/Packages:

Mailroom staff shall review each piece of mail to ensure it is appropriately housed. All appropriately addressed mail shall be processed first. All mail, which is not appropriately addressed, shall be separated into a separate bin. Mailroom staff shall then attempt to verify the appropriate housing for the mail and then process it appropriately. All incoming packages and regular mail addressed to an inmate shall be opened and inspected before delivery to the inmate. All incoming inmate letters shall be opened



California
 Department of
 Corrections
 and Rehabilitation
**OPERATIONS
 MANUAL**

Chapter:	5
CUSTODY/SECURITY OPERATIONS	
Article:	41
MAIL	
Section:	54010
INMATE MAIL	

utilizing the State issued automatic letter opener.

The purpose of this inspection shall be to receive and provide a receipt of funds enclosed for deposit in the inmate's trust account, to verify and record the receipt of permitted personal property, and to prevent the introduction of materials, substances, or property which the inmates are not permitted to possess within the Prison. All mail shall be processed upon receipt from the USPS, in a timely manner.

The Mailroom Supervisor shall ensure that every person required to handle/process mail is appropriately trained in the safeguards and emergency procedures regarding the prevention of exposure to potentially dangerous contaminants, prior to being assigned to handle/process mail. (See suspicious mail/packages reference guide located in the Mailroom).


Mailroom staff shall be trained regarding the identification of suspicious packages and letters. (See suspicious mail/packages reference guide located in the Mailroom).

Mailroom staff shall be required to utilize rubber gloves when handling/processing packages and mail as a prevention of exposure to potentially dangerous contaminants.

**54010.11
 CERTIFIED MAIL**

An inmate may be allowed use of the Certified and/or Registered mail service, only if the need for the requirement for verification of proof of delivery is evident, or if a real need for this service exists. The proof of delivery requirement can be evidenced in the following manner:

- Court Order for filing or responding to legal action.
- Proof of service for divorce papers.
- Unusual circumstances, in which the need for this service is evident.

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

It shall be the responsibility of the inmate's assigned Correctional Counselor I (CC I) to determine whether this service is necessary and the inmate meets all the requirements for this service. The CC I shall communicate his/her approval, in writing, to the Mailroom Supervisor. The approval will consist of a CDC 193, being signed off (approved) by the inmate's CC I.

The inmate shall be required to pay for this service, if funds exist in the inmate's trust account. If funds do not exist in the inmate's account, the mail will be processed and mailed out at "State Expense," as long as the inmate's CC I has determined the service is necessary.


Incoming Certified and/or Registered mail shall be logged on the back of the addressee's mail card. The receipt shall be signed by Mailroom staff and mailed back to the sender. Should the mail arrive "Deliver to Addressee Only," the inmate shall be required to sign for the letter. The letter shall be searched by staff in the presence of the inmate.

To insure a parcel, the inmate must have available funds and submit a CDC 193 requesting such service. The parcel shall be stamped insured, issued a number, and a notation of the transaction shall be made in the insurance logbook. The inmate must specify the amount of money the parcel is to be insured for.

Inmates cannot receive Certified, Registered, Return Receipt Requested, or Insured Receipts from any other service or individual other than the Mailroom staff. Mailroom staff shall not process outgoing mail for USPS Overnight Service (Express Mail) or any other type of express mail services for inmates.

Confidential correspondence shall not be read by any staff member, except as prescribed in CCR, Title 15, Section 3142, Processing of Outgoing Confidential Mail.

54010.12
CONFIDENTIAL
CORRESPONDENCE

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

Incoming Legal and Confidential Mail:

All incoming inmate legal and confidential mail shall be checked by designated Mailroom staff on SOMS to verify the inmate is at PVSP. The legal and confidential mail shall then be logged. The log shall include the inmate's name, CDCR number, name and address of sender, date of receipt, and a space for the issuing staff member's signature and the inmate's signature.

If the inmate is no longer housed at PVSP but is located on OBIS, a Re-route Notice (**see Attachment C**) shall be completed and the mail shall be forwarded to his current location.

Legal mail received for an inmate who has discharged from State custody shall be logged in the Legal Mail Forwarding Logbook and returned to sender. The Mailroom staff shall complete a Legal/Confidential Mail Returned to Sender form (**see Attachment D**) and the mail shall be returned to sender.

If the inmate is not located on the SOMS or OBIS, a Legal/Confidential Mail Return to Sender form shall be utilized and the mail returned to sender. The Litigation Coordinator shall contact the court to clarify all information is correct and valid. If the inmate cannot be identified, all documents shall be returned to the court.


Legal mail shall be picked up in collection areas (A/B Central Control and C/D Complex Control).

Third Watch staff shall distribute legal mail as follows:

Level III - The Third Watch Facility Sergeant shall designate an officer to distribute

Level I - The Program Sergeant shall designate a Level I Officer to distribute.

The officer issuing the legal mail shall verify the identity of the inmate by checking the inmate's State

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

**54010.12.2
PROCESSING OUTGOING
CONFIDENTIAL MAIL**

ID. The officer shall open the letter in the presence of the inmate. Any funds enclosed shall be returned to the Mailroom for credit to the inmate's trust account.

The officer issuing the mail shall have the inmate sign the logbook for receipt of legal mail, and then the officer will sign the logbook. The legal mail logbook shall be returned to the Mailroom each night.


All outgoing legal and confidential mail shall be logged on the Mail Record Inmate (CDC 119).

Inmate access to incoming legal mail shall be accomplished five days per week in each facility, except on holidays, by Third Watch staff. If inmates are at their work assignment, Second Watch shall assist with issuing the legal/confidential mail.

Disposition of Outgoing Confidential Mail Submitted Without Postage by an Indigent Inmate:

If an indigent inmate submits outgoing confidential mail, without utilizing an indigent envelope, or without supplying postage, it will be returned to the inmate. Process for which an inmate denies acceptance of attempted outgoing confidential mail without postage:

1. When an indigent inmate refuses return delivery of his outgoing confidential mail, a second attempt to return the mail shall be made within 24 hours of the first attempt.
2. Upon a second refusal of outgoing confidential mail, the mail shall be returned to Mailroom staff, accompanied by a copy of a CDC 128-B.
3. The CDC 128-B shall indicate the two attempted return delivery dates, reason for refusal (if indicated), and the name of the staff member who attempted delivery.
4. Mailroom staff shall retain a copy of the CDC 128-B and dispose/destroy the documents in question, per policy and procedure.

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

**54010.12.3
PROCESSING INCOMING
CONFIDENTIAL MAIL**

Incoming Confidential Mail:

Incoming letters bearing a return address of persons and offices listed in CCR, Title 15, Section 3141, shall be processed as confidential correspondence. A notice of, or a request for, confidentiality is not required. Incoming confidential mail shall be sorted by Mailroom staff and delivered to the appropriate Facility Sergeant, where it shall be issued to designated housing unit staff. When the CDCR number is not given or is incorrect, a computer name search shall be conducted to locate the inmate. The assigned housing unit staff shall issue the confidential mail to the inmate after checking the inmate's State ID card to verify the inmate's identity. If the inmate has a common last name (i.e., Smith, Jones, Gonzalez, etc.), and more than one inmate matches the name to which the correspondence is addressed, the mail shall be returned to the sender for more specific identification.


**54010.12.5
EXAMINATION OF
ENCLOSURES IN
CONFIDENTIAL
CORRESPONDENCE**

The staff member issuing the mail shall open the letter in the presence of the inmate and shake out the contents of the letter by holding the materials upside down or turning the material away so as to prevent the inadvertent reading of the material. If contraband is discovered, the staff member shall notify his/her immediate supervisor, write a disciplinary report relative to the discovery, and submit the envelope to the Investigative Services Unit (ISU) Lieutenant for determination of appropriate evidence procedures. If funds are enclosed, the funds shall be returned to the Mailroom for credit to the inmate's trust account. The inmate shall sign a permanent logbook for the receipt of all legal/confidential mail.

**54010.12.6
INMATE DECLINES
CONSENT FOR
EXAMINATION OF
CONFIDENTIAL ENCLOSURES**

Process for "refused" legal/confidential mail to inmates:

When an inmate refuses delivery of legal/confidential mail, a second attempt to deliver the mail shall be made within 24 hours of the first attempt.

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

Upon a second refusal of legal/confidential mail, the mail shall be returned to the Mailroom Supervisor, accompanied by the original and four copies of a CDC 128-B. The CDC 128-B shall indicate the two attempted delivery dates, reason for refusal (if known), and the name of the staff member who attempted delivery.

The Mailroom shall retain one copy of the CDC 128-B for each of the following: Mailroom files, appropriate CC I, inmate, and correspondent or sender of the letter; the original CDC 128-B shall be filed in the inmate's Central File (C-File).


Mailroom staff shall route the mail to the sender and complete a Legal/Confidential Mail Return to Sender form informing the correspondent of the reason for the return.

Any Legal/Confidential mail that is inadvertently opened and delivered as regular mail, once brought to a staff member's attention, shall be noted in the Housing Unit Logbook. Furthermore, the staff member shall make a copy of the envelope and forward it to the Mailroom so receipt can be logged on the Mail Record Inmate form (CDC-119).

**54010.14
CORRESPONDENCE
THAT IS OFFENSIVE/
THREATENING/CONTAINS
SECURITY CONCERNS**

Staff shall not knowingly permit an inmate to send or receive correspondence which contains/concerns any of the following characteristics:

- Padded/bubbled envelope, cardboard boxes, file folders, or binders of any kind.
- Stickers, sticker pictures, glitter, glue, or tape on items.
- Musical or voice recorded cards.
- Calendars or posters exceeding 12" X 12" in size when opened.
- Magazines/Articles relating to Dungeons and Dragons, any other Trading/Collector cards or role playing games, or pogs, will not be allowed.
- Hard plastic, photo identification, credit, calling, laminated, or metal cards.
- Negatives or photo slides.


 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

- Lottery tickets, sweepstakes tickets, gambling items, or games of chance tickets.
- Jewelry or handmade items; no body fluids, or hair.
- Picture frames or folders with pictures, no tattoo patterns, tracing paper (carbon paper), or gang logos.
- Hobby craft material (i.e., card stock, construction, tracing paper) other than through the Handicraft Program.
- Photos depicting gangs (or gang related hand gestures), drugs, or unlawful activities.
- Newspapers, magazines, or a book from sources other than a vendor or publisher. Magazines and books received from vendors or publishers in padded/bubbled envelopes or cardboard boxes shall be removed, repackaged, and forwarded to the inmate. No altered (pages removed, covers removed) books or magazines.
- Coded messages or any other item that may be deemed a threat to the safety or security of the Prison.
- Pre-dated, metered envelopes.
- Any altered item.
- Items used to promote or identify gang membership.

First-Class Mail addressed to an inmate, any publication, package, or an enclosure in otherwise acceptable First-Class Mail, which is specifically prohibited by the provisions of this article or by facility mail procedures, shall be disposed of as provided in the CCR, Title 15, Section 3191(c).

**54010.16
NOTIFICATION TO
INMATES OF
DISAPPROVED
MAIL/PACKAGES/PUBLICATIONS
AND DISPOSITION OF
UNDELIVERED MAIL**

Incoming mail disallowed under the provisions of this article, under the facility procedures, or pursuant to an appeal, shall be destroyed or mailed at the inmate's expense to an approved outside correspondent. The undelivered mail shall be destroyed 15 days after the notification of undelivered mail is forwarded to the inmate, unless the inmate designates who is to receive the mail, and has authorized withdrawal from his trust account to pay for the expense of mailing or provides

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

sufficient postage stamps already in the inmate's possession.

Such correspondence shall be referred to the appropriate Facility Captain for possible disciplinary action.

The Mailroom Supervisor shall periodically review the type of mail being discarded to prevent mail from being inappropriately thrown away.

**54010.18
FUNDS ENCLOSED
IN CORRESPONDENCE**


Funds may be mailed to the inmate by money order, certified check, or personal check. Funds received in letters shall be removed and processed as follows.

The envelope shall be stamped "Money Enclosed" and shall show the date, amount, and initials of the person processing the remittance. The envelope shall also be stamped "Subject to Restitution per Penal Code (PC), Section 2085.5." The noted envelope shall be the inmate's receipt.

The check or money order shall have the inmate recipient's name and number, in ink, as near to the upper left-hand corner as possible. The Prison endorsement hand stamp shall be placed on the check or money order by the Mailroom. The Authorization for Director to Maintain Trust Account form (CDC 345) eliminates the necessity for the inmate's personal endorsement.

In the event a United States Government check is received for an inmate who is no longer at the Prison, adherence to the following procedure is essential:

1. If the inmate is deceased or discharged, the letter containing the check shall be returned to the sending agency with the necessary information shown.
2. If the inmate has been transferred to another prison, the check shall be forwarded, including a note requesting the inmate to notify the Federal Agency of the change of address.


 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

3. Mail, including mail containing funds, received for inmates who have been paroled shall be forwarded to the office of the parole region to which the inmate was released. This information can be obtained by Mailroom staff from the Daily Movement Sheet (DMS) or Departmental Inmate Locator.
4. Funds received which are not in the form of money orders or certified checks, such as personal checks, shall not be available for spending by the inmate until the funds have been cleared. When personal checks are received, a rubber stamp shall be used to imprint on the envelope in which it was received, "\$_____ (personal check) has been accepted at this time. Everything except certified checks are held up to 30 days to clear the bank, then released to a trust account."
5. Foreign currency shall not be accepted at PVSP. If foreign currency is received, the envelope and its entire contents shall be returned to the sender.

All remittances shall be arranged in numerical order and listed in sequence on a Report of Inmate Trust Fund Collections (**see Attachment E**).

This log shall show each recipient's CDCR number, name, money order/check serial number, and the amount. The report, showing totals collected, shall be prepared in triplicate and distributed as follows:

- Original to the accounting office with remittances to be verified. After verification, a duplicate is returned to the Mailroom.
- A copy to the cashier with collections.
- Duplicate to be kept by Mailroom until receipt of duplicate from accounting.
- All receipts are to be taken to the Accounting Office **on a daily basis**, after the funds are

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>


recorded and totaled.

Domestic cash money shall not be accepted for inmates. Domestic cash money received shall be processed as follows:

- The envelope shall be marked with the amount received and note, "Cash Money being Returned to Sender."
- The cash money, sender's name, and return address shall be placed in a separate envelope. The Mailroom staff and Supervisor shall date and initial the envelope.
- Mailroom staff shall hand carry the envelope to the Accounting Office, where the cash money shall be verified in the presence of a Mailroom staff member. The Report of Inmate Trust Fund Collections shall be signed at that time and given to the Mailroom staff member. The Accounting Office shall forward the envelope to the Regional Accounting Office.
- The Regional Accounting Office shall prepare a Revolving Fund Check and mail it to the sender. The cash money shall be deposited into the Prison's General Fund Bank Account.

If a money order, certified check, or personal check is inadvertently received by an inmate, the following process will be implemented:

- The money order or check will be surrendered to a staff member who will provide the inmate with a receipt. The staff member taking possession of the check/money order will place it along with a copy of the receipt in an envelope marked "Inmate Funds" including the inmate's name and CDCR number. The staff member will hand carry the check/money order to the Facility Program Office. The envelope will be placed in the Lieutenant's Daily Logbook, an entry will be made in the logbook noting the receipt of funds. The

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

Lieutenant will ensure the envelope is placed in the Blue Money Bag which is located in the Legal Mail Bag. The Lieutenant will also make an entry in the logbook indicating that the envelope was placed in the Blue Bag. The Blue Money Bag will be returned to the Mailroom with the Legal Mail Bag where the funds will be processed in accordance with established procedures.

54010.18.1
RECEIPT OF SOCIAL SECURITY/WELFARE/ TAX REFUND CHECKS

- Tax refund checks, which are addressed/payable to inmates housed at PVSP, shall be forwarded to the Accounting Office.
- Unauthorized checks shall be returned to the appropriate agency.


54010.21
PUBLICATIONS

Mailroom staff shall ensure all incoming books, magazines, and newspapers are screened prior to issuance. This shall be conducted by the Mailroom Supervisor. Publications that are to be excluded shall be referred to a staff member, not less than the Facility Captain level, for authorization. All books, magazines, and newspapers received shall be reviewed on a case-by-case basis to ensure its contents are allowable.

54010.21.1
PROCESSING/INSPECTIONS OF INCOMING MAGAZINES AND NEWSPAPERS

A publication received through the USPS, from a publisher or vendor, may be excluded only when it contains matter which describes the making of any weapons, explosives, poisons, or destructive devices; is an unsolicited advertisement, brochure, flier, or catalog; portrays or describes a sexual assault by or upon a correctional employee; is determined to contain articles, drawings, or pictures describing or depicting extreme violence, frontal nudity; or is determined, by the Institutions Division of CDCR, to contain objectionable material. If a publication is received through the USPS that meets the criteria above, the Mailroom Supervisor shall direct the publication to the Correctional Captain, Central Operations, along with a blank copy of a Notification of Disapproval-Mail form (CDC 1819), (**see Attachment F**).

The Correctional Captain, Central Operations, shall

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>


review the publication. If approved for issue to the inmate by the Correctional Captain, Central Operations, the publication(s) shall be returned to the Mailroom Supervisor for delivery to the inmate. If the Correctional Captain, Central Operations, disapproves the publication, he/she shall notify the inmate, utilizing a CDC 1819, of the publication being disapproved and give the inmate the opportunity to either return it to the sender or to an outside address of the inmate's choosing. The Correctional Captain, Central Operations, shall route the completed form and publication back to the Mailroom Supervisor. The CDC 1819 must be completed and appropriately distributed to the inmate, publisher, and a copy retained in the Mailroom for one year, inclusive of a photocopy of representative pages meeting the requirements outlined in CCR, Title 15, Section 3006(c). The inmate shall have 15 days to notify the Mailroom Supervisor of his decision about the publication. After 15 days, the disapproved mail shall be destroyed or mailed at the inmate's expense. If the disapproved publication is mailed out at the inmate's expense, two copies of the front cover of the publication, and two copies of the return envelope the publication is returned in, shall be made. One copy of each shall be sent to the inmate, showing the item was returned. The remaining copy of each item shall be filed for future reference.

Even though inmates may subscribe to newspapers, periodicals, and purchase paperback books, only directly from the publisher or vendor, nothing in this section shall be construed as limiting the Prison's right to inspect non-confidential material and to limit the number of publications an inmate may possess at one time.

Exceptions:

Holy Books (the appropriate "Bible" or equivalent for each denomination, ONLY, 1 per inmate).

The exception of "Holy Books" does not include religious material other than the "Bible" or equivalent,

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

for each denomination.

All other religious materials must be paperback/magazine

Upon receipt, hard cover "Holy Books" shall be forwarded to R&R. They will be logged on the Inmate Property Inventory form (CDC 1083) and issued to the inmate.

Academic Correspondence Courses:

All academic correspondence materials (hard covered books) shall be sent home, at the inmate's expense, upon completion of the course. The inmate's property card shall reflect the date the materials should be sent home by the inmate.

Books in excess of 12" X 14" shall be evaluated on a case-by-case basis.

All inmates shall be allowed to receive hardback books that have the covers removed.

Inmates may purchase, receive, read (permit other inmates within their assigned facility to read) any and all legal materials, newspapers, periodicals, and books accepted for distribution by the USPS, except those which are described in Director's Rules, Section 3138, and PC, Section 2601.

Inmates shall not join or belong to book clubs.

All religious materials (i.e., Bibles, reference books, Qur'ans) shall be processed by the Mailroom, searched for contraband, then distributed to the specific inmate(s), provided the sender is an established religious organization which is considered to be a business, and the item is a donation where no funds are required. 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 shall review the item and approve or deny it for distribution.



**California
Department of
Corrections
and Rehabilitation
OPERATIONS
MANUAL**

Chapter:	5
CUSTODY/SECURITY OPERATIONS	
Article:	41
MAIL	
Section:	54010
INMATE MAIL	

Materials received from private correspondence, without approval, shall not be accepted.

All such disapproved items shall be disposed of, per Prison policy.


It shall be the responsibility of the Mailroom Supervisor to adhere to these provisions and maintain a monthly list of disapproved publications. Copies of the monthly list must be retained for a period of one year. An approved publications list shall be kept by the Mailroom Supervisor; staff shall utilize this list to immediately place those publications in the housing unit mailbags for delivery.

**54010.22
CORRESPONDENCE
BETWEEN INMATES/PAROLEES/
PROBATIONERS**

Inmates shall submit consideration for correspondence approval by way of an Inmate Request for Interview form (GA-22) to their assigned CC I. The request shall clearly indicate the full name, CDCR number, and/or booking number, address and relationship of the inmate whom they wish to correspond. The CC I shall have 30 calendar days to process these requests. Inmates of separate correctional facilities may correspond with each other, providing the correspondence is not deemed a threat to the safety and security of the Prison, persons, or community. Prior approval must be obtained from the Warden/Regional Parole Administrator, or their designee, at a level not less than Correctional Captain or Parole Agent II, where the inmates are confined. Inmates who wish to correspond with persons in custody of correctional systems other than CDCR shall also be required to request approval of the PVSP Warden, or designee, and the approval authority of the other correctional system.

It shall be the inmate's responsibility to show the requirements for approval have been met.

Any exchange of written or printed material between inmates of separated or segregated sections of the same facility, shall require the prior approval of the Associate Warden (AW), A/B Housing, and AW, C/D/E Housing. The authority of approving or denying such

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

exchange of written and printed material may not be delegated below the staff level of Facility Captain.

**54010.22.1
PROCESS FOR
APPROVAL/DENIAL
OF CORRESPONDENCE
REQUESTS**

An individual inmate's authorization may be denied/revoked for cause as established in the Director's Rules, Subchapter 2, Article 4, "Where permission has been denied/revoked, the inmate shall be required to obtain written approval from the Warden before further correspondence with other inmates shall be allowed."

**54010.23
MAILING OF
CONFIDENTIAL DOCUMENTS
WITH INMATE TRUST
ACCOUNT WITHDRAWALS**


When legal mail is submitted with a CDC 193 to pay for filing fees or other costs, the inmate shall process the legal material as listed in this guideline and must attach a stamped, self-addressed envelope to the legal mail. Inmates shall place postage and filing fees on separate CDC 193s. The Mailroom staff shall remove the CDC 193's and forward them to the Accounting Office. Once money has been deducted from the inmate's trust account, the check shall be sent in the envelope provided by the inmate.

All outgoing legal mail addressed to the courts and judges shall be posted on the inmate's CDC 119 by Mailroom staff.

Mailing of legal documents is the inmate's responsibility. Mail designated by the inmate as legal mail shall be inspected as described in this procedure. A current list of addresses for various courts shall be provided for inmate use. The Mailroom shall send out legal mail on each working day.

Notarization of legal documents is not normally required by the courts and shall not be provided as a free service to any inmate. Inmates shall pay the established notary fee for such services.

The cost of postage for mailing documents to the courts shall be charged against an inmate's trust account, unless the inmate is without funds at the time the material is submitted for mailing and remains without funds for 30 days after the documents are mailed.

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

**54010.25
UN-MAILED CORRESPONDENCE**

Mail addressed to an inmate, including a publication, package, or an enclosure in otherwise acceptable mail, which is specifically prohibited by Prison guidelines established pursuant to the Director's Rules, shall be disposed of.

All incoming mail shall be searched for contraband/unapproved items listed. All envelopes that have not been sent from the PVSP Mailroom and do not have the PVSP stamp shall not be accepted as outgoing mail.

If anything is removed from the envelope, the inmate shall be notified in writing on a CDC 1819, by the Mailroom staff as to why the item(s) were removed. The inmate will be advised of the dollar amount to mail out the contraband. Handling of mail containing contraband should not delay other mail processing.


Inmates will be given the following options:

1. Held pending investigation/appeal.
2. Return the contraband to sender at inmate's expense.
3. Destroy the contraband.

These options are noted on the CDC 1819.

The inmate shall be given 15 days to respond or the contraband will be disposed of per Prison procedure.

An inmate's submission of an appeal, within the 15 days of notice that the mail is being withheld pending appeal, shall stay any disposition of the mail until an appeal decision is made at the Second Level of Appeal Review. If the inmate's appeal is denied at the Second Level of Appeal Review, the item shall be disposed of as provided in this guideline. Depending upon the disposition made of the mail, the inmate or sender may refer his/her appeal to the Director.

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>


Regular incoming mail, which is disallowed, shall be disposed of in the following manner.

Returned to Sender Form (see Attachment G). Mailed at the inmate's expense to an outside correspondent designated by the inmate. If an inmate is indigent, the Prison shall **not** provide the necessary funds to mail out the contraband. The inmate will have the option of either having the contraband donated or destroyed.

Placed in the inmate's un-issued personal property.

All items of contraband donated, or authorized by inmates to be disposed of, shall be taken the first working day of every month to the Friends Outside Coordinator and the Senior Librarian, subsequent to written approval by the Administrative Assistant. Books shall only be donated to the Friends Outside. Writing tablets, pens, and pencils shall be given to Friends Outside and the Senior Librarian for use in the Prison Libraries. If the inmate requests to have the contraband destroyed, all pens, pencils and miscellaneous items shall be placed in the hot trash.

Mail addressed to an inmate who has been transferred or released shall not be returned to the sender as "Address Unknown" unless the inmate has been discharged from Departmental jurisdiction. Legal mail that meets the above criteria or addressed to an inmate who has escaped, deceased, refused receipt of the correspondence, or is unidentifiable, shall be returned to the sender along with a Mailroom Legal/Confidential Mail Return to Sender form. This form shall explain that every reasonable effort was made to expedite delivery of the mail; however, those efforts were unsuccessful.

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

54010.26
FORWARDING MAIL

Means of Forwarding:

First Class mail shall be forwarded directly, utilizing the USPS. Second Class mail shall be forwarded utilizing the USPS, for inmates who are no longer confined in prisons of the Department. Second and Third Class mail, for inmates in CDCR prisons, shall be forwarded utilizing the Inter-Departmental mail.

Unforwardable periodicals and newspapers shall be placed in the inmate library. Junk mail shall be destroyed.

Length of Forwarding:

First Class mail shall continue to be forwarded, as long as the addressee remains under the jurisdiction of CDCR and an address can be determined.

Change of Address:

Mailroom staff shall record any transfer, release, or new arrival from the DMS. Inmates are responsible for notifying correspondents and publishers of their subscriptions of any change of address. Change of address notification cards are available in R&R, inmate law libraries, from CC Is, and from the Mailroom. Inmates are encouraged to submit change of address notification cards when they are scheduled for transfer or release. The OBIS shall be used when the Mailroom SOMS locators do not show a record of the inmate.


Change of Name:

When an inmate has his name changed, Mailroom staff shall contact PVSP Records staff to verify the name change. Once verified, the mail shall be forwarded to the inmate.

54010.27
FORWARDING
CORRESPONDENCE
COURT

CONFIDENTIAL
FROM THE

Inmate legal mail shall be re-routed to the proper prison, if transferred. In the event the inmate is OTC/OTM, the inmate legal mail shall be returned to the sender, unless it is anticipated the inmate will

 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p>Chapter: 5 CUSTODY/SECURITY OPERATIONS</p>
	<p>Article: 41 MAIL</p>
	<p>Section: 54010 INMATE MAIL</p>

return to the Prison within one week.

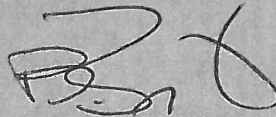
54010.30
TEMPORARY ABSENCE

Inmates going OTC can request, in writing to their CC I, their mail be held until their return. This is not to exceed 60 days.

54010.32
REFERENCES

CCR, Title 15, Article 4, Sections 3130, 3131, 3132, 3133, 3134, 3135, 3136, 3137, 3138, 3139, 3140, 3141, 3142, 3143, 3144, 3145, 3146, 3147, 3153, and 3165.

California Penal Code (PC), Sections 2600 and 2601.



P. D. BRAZELTON
Warden

DATE 2/6/13

Revised 10/12

- Attachment A- Indigent Inmates Envelope Sign Up List For Facility/Housing Unit ____
- Attachment B- Outgoing Inmate Mail Disapproval Form
- Attachment C- Re-Route Notice
- Attachment D- Legal/Confidential Mail Return to Sender
- Attachment E- Report of Inmate Trust Fund Collections
- Attachment F- Notification of Disapproval-Publications
- Attachment G - Return to Sender Form

OUTGOING INMATE MAIL DISAPPROVAL FORM

INMATE NAME _____ CDCR# _____ HOUSING _____

YOUR OUTGOING MAIL WAS DISAPPROVED FOR THE FOLLOWING REASON(S), PER OP 59:

_____ INCORRECT/INCOMPLETE RETURN ADDRESS:

Example: (correct address)

Pleasant Valley State Prison
Inmate's Name, CDCR#
P O. Box 8500
Coalinga, CA 93210

_____ SEXUAL/GANG RELATED ART/DRAWING NOT ALLOWED ON EITHER SIDE OF ENVELOPE/WRITING NOT LEGIBLE

_____ NO CODED MESSAGES ALLOWED

_____ ALTERED/HOMEMADE ENVELOPE

_____ ENCLOSED HANDICRAFT MUST BE SENT OUT THROUGH THE HANDICRAFT MANAGER

_____ STATE MATERIAL/CONTRABAND - DISPOSITION: _____

_____ STAFF NAME

_____ DATE

PLEASANT VALLEY STATE PRISON
RE-ROUTE NOTICE

TO _____

DATE _____

Dear Correspondence:

Legal correspondence received for the following inmate _____,

CDCR Number _____ at Pleasant Valley State Prison was undeliverable at this facility and has been **FORWARDED** as follows:

{ } Inmate paroled on _____ to the following location:
(Date)

(Office/Unit Location)

{ } Inmate is currently housed at the following CDCR facility:

{ } Inmate is temporarily Out-To-Court and housed at the following City/County facility:

(Facility)

(Location: City, County and State)

{ } Inmate is currently housed at the following medical facility:

(Facility)

(Location: City, County and State)

{ } Inmate is currently enroute to the following facility:

(Facility)

(Location: City, County and State)

NAME _____

DATE _____

STAFF MEMBER/TITLE _____

PLEASANT VALLEY STATE PRISON

PLEASANT VALLEY STATE PRISON
MAILROOM
LEGAL/CONFIDENTIAL MAIL
RETURN TO SENDER

TO _____ DATE _____

Dear Correspondent:

The enclosed legal correspondence received for the following:

Inmate _____ CDCR # _____

Is being returned to you for the reason(s) indicated below.

{ } Inmate is no longer in CDCR custody.

- Escaped
- Deceased
- Discharged

{ } Inmate refused receipt of correspondence on this date _____

{ } Inmate name and/or number do not correspond, telephone inquiry was conducted on.

_____ by _____
(Date) (Litigation Coordinator)

with _____ A representative of the _____
(Name/Title) (Court)

in an effort to obtain correct identification for proper delivery. Clarification of inmate name and/or number was unsuccessful.

NAME: _____

Mailroom Sergeant
Pleasant Valley State Prison

DATE: _____

Pleasant Valley State Prison
MAILROOM LOG FOR FACILITY _____
 Report of Inmate Trust Fund Collections

Prepared by (Mailroom Staff) _____
 Received by (Accounting Staff) _____

Date: _____
 Date: _____

	CDCR #	INMATE NAME	RECEIVED FROM	AMOUNT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

TOTAL _____

The following list gives a brief outline of how funds should be handled.

- Money Orders, Personal Checks, Bank Checks/Money Orders:** Log On Mailroom Log
- Institutional/County Transfer Checks, Inmate Refunds, VA Comp Checks:** Route to Accounting Office
- Cash In Mail:** Route to Accounting Office with copy of envelope, return address and name of sender
- Tax Refund Checks:** Route to ISU

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		SENDERS INFORMATION		
<input type="checkbox"/>	HELD PENDING INVESTIGATION/APEAL	FIRST NAME	MI	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; (INMATES SIGNATURE)		DATE SIGNED

AUTHORITY TO DISALLOW (Must be completed in all cases)

PRINTED NAME OF WARDENS DESIGNEE

SIGNATURE OF WARDENS' DESIGNEE

DATE SIGNED

DATE FORWARDED TO INMATE

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	MI	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; (INMATES 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

* ALL APPEALS REGARDING MAIL/ PACKAGES SHALL BE REFERRED TO THE WARDEN'S DESIGNATED STAFF

PINK-SENDER/DESIGNEE

** ALL APPEALS REGARDING PUBLICATIONS SHALL BE REFERRED TO THE FACILITY CAPTAIN

PLEASANT VALLEY STATE PRISON
RETURN TO SENDER FORM

INMATE: _____

HOUSING: _____

CDCR #: _____

DATE: _____

This is to notify you that on the above date you received a letter that was RETURNED TO SENDER for the following reason(s):

- _____ Photos depicting gang, drugs, nude minors, or illustrating penetration are not allowed.
- _____ Bulk (maximum 40 envelopes embossed or plain), 40 stamps, 200 sheets of paper or 3 pads
- _____ Stickers/glitter and/or glued items that cannot be properly searched without destroying the correspondence.
- _____ No jewelry, homemade items, credit/calling cards, hard plastic or metal allowed
- _____ Cash money or coins should not be sent
- _____ Book/Magazine/Newspaper purchases can be made by you or your correspondents, however, they must be MAILED by publisher or vendor.
- _____ No hard cover books allowed
- _____ Unauthorized correspondence, prior approval required. Must have Request for Correspondence Approval Form (CDC 1074) on file
- _____ Unauthorized third party letter. Correspondents may not forward letters from one inmate to another
- _____ Money Order/check made out incorrectly.
- _____ Polaroids must have bottoms and backing removed.
- _____ Photos (maximum size 8" x 10")
- _____ Negatives/slides/laminated items/frames/cardboard/pens/pencils not allowed
- _____ Tattoo patterns/tracing paper/gang logos not permitted
- _____ No body fluids/hair/or excessive lipstick allowed
- _____ No padded or bubbled envelopes allowed
- _____ Items of clothing or food not accepted by way of the mail.
- _____ No return address, a return address must be furnished within five working days of above date so the letter may be returned to sender or the letter will be disposed of per Prison policy or placed in dead letter file
- _____ No musical cards, and not to exceed 8" x 10".
- _____ Other

Letter returned to: _____

Staff Member: _____

Original copy	Inmate
Second copy	Mailroom
Third copy	Sender