

# Memorandum

Date : June 26, 2015

To : All Staff

Subject: **DOM SUPPLEMENT 54010, INMATE MAIL**

The purpose of this memorandum is to announce the following amendments to DOM Supplement 54010, Inmate Mail.

## Additions/Deletions

### **54010.12.2 Processing Outgoing Confidential Mail**

First Watch, E-1 Administrative-Segregation and Short Term Restricted Housing

First Watch staff assigned to the Administrative Segregation and Short Term Restricted Housing (E1, STRH) Units (ASU, E1) shall review and seal all outgoing mail.

The Facility-A supervisor shall review and sign the ASU STRH form and the Facility-E supervisor shall review and sign the E-1 Ad-Seg form.

### **54010.12.5 Examination of Enclosures in Confidential Correspondence**

The Administrative Segregation and Short Term Restricted Housing (E1, STRH) Units (ASU, E1) will verify the inmate's identity based on the name located on the cell door along with asking for his full CDCR number.

Ensure this information is disseminated to all institutional staff. Any questions regarding this matter can be directed to the Custody Captain at extension 7143.

  
STU SHERMAN  
Warden

California Substance Abuse Treatment Facility and State Prison at Corcoran

## ARTICLE 41- Inmate Mail

## 54010.4 Definitions of Classes of Mail

Standard Mail and Periodicals shall be delivered as soon as possible, but not later than 15 calendar days except during the holiday season.

## Re-route mail:

At no time shall the institution re-route mail be returned to the mailroom. Housing unit officers shall make every attempt to locate the inmate by utilizing the Strategic Offender Management System (SOMS) on any available computer. If the inmate is still on the facility, the housing unit officer is responsible for delivering the mail to the correct housing unit. When inmates cannot be located the mail shall be re-routed utilizing the procedure outlined below.

- a. Housing unit officers with undelivered (re-route) mail shall determine correct housing utilizing SOMS and give the mail to the facility Security Patrol Officer. The facility Security Patrol Officer shall deliver the re-route mail to Complex Control for that facility.
- b. The Complex Control Officer shall separate and organize the re-route mail to be forwarded to the appropriate facilities. The Watch Office Search and Escort (S&E) Officers on third / first watch shall distribute the re-route mail to the appropriate Complex.
- c. Once the re-route mail is delivered to the correct Complex, the Complex Officer shall contact the Security Patrol Officers from the facilities to pick up the mail and deliver it to the proper housing unit. The mail shall be delivered to the inmate as soon as possible. All correctional staff shall be responsible for insuring the re-route mail is delivered in a timely manner.
- d. In the event an inmate has transferred, the complex Officer shall write "transferred" on the mail and note the new location of the inmate. The mail will be forwarded to the facility for delivery to the mailroom. The mailroom will send the mail to the respective institution.

## 54010.5 Paper, Envelopes, and Stamps for Indigent Inmates

Inmates shall request indigent supplies via the indigent sign-up sheet located inside each housing unit (Attachment A). Third Watch Officers are responsible for the indigent sign-up sheet. The indigent sign-up sheet shall be submitted to the mailroom for processing, no earlier than the 1<sup>st</sup> and no later than the 10<sup>th</sup> at the beginning of each month.

Indigent inmates shall receive indigent supplies once a month. The amount of envelopes received each month will be equivalent to five (5) per week. Envelopes and postage shall be supplied by the institution mailroom. Paper and a writing utensil will be supplied by the facility the inmate lives on.

## 54010.5.1 Processing Request for Indigent Inmate Envelopes.

All Indigent sign-up sheets shall be forwarded to the mailroom from the housing units. Once a month the sign-up sheets shall be forwarded to the Inmate Trust Account Office for verification of indigent status. The sign-up sheets shall be forwarded back to the mailroom once verified for envelope distribution to the housing units. The 3/W housing unit officers shall issue the indigent supplies to the indigent inmates.

## 54010.5.3 Indigent Inmate Writing Supplies.

Writing supplies (paper and writing utensil) shall be issued by the housing unit officer. The same sign-up sheet used for envelopes, shall be utilized to verify indigent eligibility for writing supplies. Indigent inmates shall receive one (1) sheet of paper per envelope and one (1) writing utensil (pen filler). The pen filler shall be replaced on a one (1) for one (1) exchange if another is needed during the one (1) month cycle.

## 54010.8.1 Items enclosed in Incoming First –Class Mail

First-Class Mail restrictions apply as follows:

- Blank greeting cards (No 3-dimensional attachments, stamps, glitter or glued items).
- Card Stock (Plain, white only).
- Blank envelopes. (No cardboard or Mylar).
  - a) Plain white or manila only.
  - b) No pre-addressed.
  - c) No pre-stamped.
- Legal paper: to include colored paper required by the court (no cotton paper). Must be received with notification from the counselor (CDCR 128B, Informational Chrono) stating the reason for the colored paper and the number of sheets required.
- Children's drawings, done in pen or pencil only.

Unacceptable mail shall be processed in accordance with California Code of Regulations (CCR), Title 15 Section 3133 through 3136.

Unacceptable mail shall include but is not limited to:

- Padded, unsearchable envelopes
- Mail exceeding the allowable weight limit
- Mail covered with some type of chemical or body fluid.
- Perfumes or lipstick kisses

## 54010.11 Certified Mail

Certified mail from the Post office or any other mail from a courier service for an inmate that requires a signature will not be accepted for an inmate without prior approval / notification.

Prior approval / notification will consist of the following:

- A 128B from the inmate's counselor informing the mailroom staff of the approximate date of the certified mail arrival.
- A GA 22, Inmate Request for Interview, informing the mailroom staff of the incoming certified mail and the approximate time of arrival.

The 128B notification and/or the GA 22 shall not be held awaiting the certified mail longer than 10 days.

An inmate may be allowed to use the Certified / Registered mail Service only if 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 sent to vendors for repairs (radios, fans, etc.).

Inmates must have enough funds in their Trust Account to cover the cost of mailing prior to the item being accepted for processing.

**ARTICLE 41- Inmate Mail****54010.12.2 Processing Outgoing Confidential Mail****Proof of Service Forms;**

Each inmate may submit to the Third Watch housing unit officer, along with his outgoing Legal/Confidential Mail, a Proof of Service Form (Attachment C). This Proof of Service Form may be utilized to document the mailing of outgoing Legal/Confidential Mail for the inmate's records. It is not required for the inmate to use this form when mailing out Legal/Confidential Mail. No record of this form will be kept by the mailroom.

The inmate will be responsible for completing all information on the Proof of Service Form: The inmates' information, sending information, the date and signatures. An incomplete form shall not be accepted by the Officer processing the mail. The use of this form shall not preclude the Officer accepting the mail from processing the legal/confidential mail as stated in Section 54010.12.2

When the inspection of the mail is complete, and the correspondence is accepted for mailing, the Proof of Service Form, if utilized by the inmate, shall be signed and returned to the inmate as his receipt that the mail was processed. The inmate shall be responsible for keeping his own records of his outgoing Legal/Confidential Mail.

First Watch staff reviewing outgoing inmate mail shall complete the Outgoing Mail Review Memorandum (Attachment B) and submit it to the facility supervisor, prior to the end of their shift. The facility supervisor shall review the memorandums generated from the outgoing units, sign and fax copies to the Investigative Services Unit, prior to the end of their shift. The original memorandums shall be retained on the facility for the Captain to review and include in the Incident Management File (should the information be related to a modified program). Inmate access to these memorandums is prohibited.

**First Watch, E-1 Administrative-Segregation and Short Term Restricted Housing**

First Watch staff assigned to the Administrative Segregation and Short Term Restricted Housing (E1, STRH) Units shall review and seal all outgoing mail. Staff reviewing the outgoing inmate mail shall complete the Outgoing Mail Review Memorandum (Attachment B) and submit it to the facility supervisor prior to the end of the First Watch shift. The Facility-A supervisor shall review and sign the STRH form and the Facility-E supervisor shall review and sign the E-1 Ad-Seg form. The supervisor shall fax copies of the memorandums to the ISU prior to the end of their shift. The original memorandums shall be retained on the facility for the Captain to review and include in the Incident Management File (should the information be related to a modified program). All facilities shall retain and file copies of the memorandums. These copies are to be stored away from inmate access.

The mailroom will continue to log the Legal Mail as required per the CCR Title 15.

**54010.12.5 Examination of Enclosures in Confidential Correspondence**

All Legal / Confidential mail received in the institution mailroom shall be processed through the Mailroom's Livescan X-ray Screening System.

**INSTITUTIONAL MAIL HANDLING PROCEDURES**

Facility/housing Unit Mailboxes will not be utilized for inmate mail collection. Third Watch staff shall collect outgoing mail and positively identify all inmates sending out mail and verify the return address is correct.

The collecting officer shall search all institutional mail (U-Save'Em envelopes, GA-22, etc.) thoroughly so that if contraband or Kites are contained within, the inmate can be positively identified.

Facilities A, B, F and G will have the inmates hand the mail to the inspecting Third Watch officer along with his state issued identification at the building rotunda door/gate.

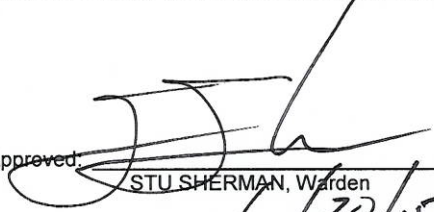
Facilities C, D and E, officers will go to each cell door to verify the inmate's identity and take possession of the outgoing mail.

If an anonymous kite is discovered, staff shall note the inmate and continue with the mail collection. Immediately upon completion of the mail collection the supervisor shall be notified of the kite.

First Watch Officers who review the outgoing mail will record in their logbook how many pieces of mail was received and reviewed. After the mail is reviewed, the mail will be sealed, stamped with the prison indicator stamp and bundled into types of mail (regular stamped mail, indigent mail, institution mail and the legal / confidential mail will be placed into the legal mail pouch).

The Administrative Segregation and Short Term Restricted Housing (E1, STRH) Units will verify the inmate's identity based on the name located on the cell door along with asking for his full CDCR number.

All staff shall wear gloves while processing outgoing mail.

Approved:   
STU SHERMAN, Warden  
Date: 6/30/15

## INDIGENT ENVELOPES SIGN UP LIST

YARD AND BUILDING #: \_\_\_\_\_

By signing up on this list, I declare I am "indigent" at the time of sign-up and "have not had a canteen draw within the last 30-days."

Inmate Name	CDC #	Bed/Cell #	Approved	<b>Denied</b> C = Canteen draw within 30-days M = Money on Books
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

The following reasons will be cause for denial on indigent envelopes sign up list:

- If Inmate name and/or CDC # are not correct or legible
- If you sign up more than once on the sign up sheet
- If graffiti is on the sign up sheet
- If there are more than 20 sign-ups on one sheet
- If there is any names listed on the back of the sign up sheets

**NOTE:** Processing of envelopes is delayed by those who are not indigent.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Indigent sign up list is due between the 1<sup>st</sup> and 10<sup>th</sup> of every month in the Mailroom – No Exceptions!

# Memorandum

# Attachment B

Date :

To : Facility Captain

Subject: **FIRST WATCH (1/W) MAIL REVIEW**

On \_\_\_\_\_, I was assigned as the Facility \_\_\_\_\_, Housing Unit \_\_\_\_\_.  
During my shift, I reviewed and sealed \_\_\_\_\_ pieces of outgoing mail.

- Facility is currently on a modified program; inmates affected \_\_\_\_\_
- Facility is currently on a normal program for all inmates.
- No information was gathered through a review of the outgoing mail relating to the current modified program. Therefore, the mail was sealed and forwarded to the mailroom.
- I provided my supervisor with \_\_\_\_\_ pieces of outgoing mail for further review.

Reason for Supervisor review \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- All mail was reviewed and none contained threats towards staff and/or inmate(s).
- I forwarded \_\_\_\_\_ pieces of outgoing mail to the Investigative Services Unit for further review; based on my belief the letter contained coded messages and/or information regarding contraband.
- I forwarded \_\_\_\_\_ pieces of outgoing mail to the Institutional Gang Investigator's Office for review; based on possible gang related material contained within.
- Facility Supervisor immediately contacted the Watch Commander regarding staff threats, inmate threats and/or safety concerns. Safety concern issues shall be addressed by the facility.

The aforementioned information was forwarded to the Facility Sergeant for review. Supervisors shall fax this mail review form to ISU Headquarters prior to the end of the 1/W shift at extension 7145.

\_\_\_\_\_  
Correctional Officer (Print & Sign)  
Facility Name

\_\_\_\_\_  
Correctional Sergeant (Print & Sign)  
Facility Name  
California Substance Abuse Treatment Facility and State Prison at Corcoran

INMATE NAME (PRINT) \_\_\_\_\_  
CDC NUMBER \_\_\_\_\_  
HOUSING UNIT YARD/BUILDING NUMBER \_\_\_\_\_

**PROOF OF SERVICE BY MAIL**

I UNDERSIGNED, CERTIFY THAT I AM OVER THE AGE OF 18 YEARS OF AGE. THAT I CAUSED TO BE SERVED A COPY OF THE FOLLOWING DOCUMENT: \_\_\_\_\_

LEGAL/CONFIDENTIAL MAIL ADDRESSED TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY PLACING THE LEGAL/CONFIDENTIAL DOCUMENTS IN AN ENVELOPE, SEALING IT BEFORE A CORRECTIONAL OFFICER, AND LEAVING IT IN THE CUSTODY OF THAT SAME OFFICER AT THE CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY AND STATE PRISON (CSATF/SP) TO BE MAILED VIA THE UNITED STATES MAIL.

THIS HAS BEEN EXECUTED ON (DATE) \_\_\_\_\_ AT CSATF/SP ON \_\_\_\_\_ YARD.

I (INMATE PRINT NAME AND CDC NUMBER) \_\_\_\_\_  
DECLARE UNDER THE PENALTY OR PERJURY UNDER THE LAW OF THE STATE OF CALIFORNIA THAT THE ABOVE STATEMENT IS TRUE AND CORRECT.

\_\_\_\_\_  
SIGNATURE OF INMATE

\_\_\_\_\_  
SIGNATURE OF HOUSING OFFICER

\_\_\_\_\_  
SIGNATURE OF MAILROOM STAFF