

STANDARD OPERATING PROCEDURE

SUBJECT: Sorting and searching incoming mail		
DATE: 10/30/2014	Prepared By: Tawnya Jenkins	Standard Operating Procedure
CDCR/ SCC	Business Services – Mailroom	

Any mail without an inmate CDCR number that is not to a staff member gets returned unopened.

All incoming mail received from the United States Post office gets sorted as follows:

- 1) All letters to an inmate from a family/friend that has housing (bed assignment).
- 2) All letters to an inmate from a family/friend that does not contain any housing information.
- 3) All letters from another inmate at another institution.
- 4) All correspondence from a business or company, not an individual; example: religious mailings, magazine statements, child support. Also called "silly or junk mail."
- 5) All cards with housing.
- 6) All cards without housing.
- 7) Any mail considered legal mail, example; attorney's, courts.
- 8) All mail addressed to a staff member.

Once all the mail is broken down into piles using the above, you will then place the mail into trays. All of category "1" goes into a tray itself. All unhoused is rubber banded and placed at the end of the tray.

All cards and mail considered "silly" goes into a tray together. You then place a sticky note on each tray with the date the mail was received here in the mail room.