STANDARD OPERATING PROCEDURE

SUBJECT: Inmate to Inmate		
DATE:8/13/2014	Prepared By: Tawnya Jenkins	Standard Operating Procedure #
CDCR/ SCC	Business Services – Mailroom	

Title 15. 3139. Inmates shall obtain written authorization from the Warden/Regional Parole Administrator or their designee/assigned probation officer, person in charge of the County Jail and/or other State Correctional systems, at a level not less than Correctional Captain/Facility Captain or Parole Agent III, to correspond with any of the following:

1) Inmates under the jurisdiction of any county, state or federal juvenile or adult correctional agency.
2) Persons committed to any county, state or federal program as a civil addict.
3) Persons on parole or civil addict outpatient status under the jurisdiction of any county, state or federal, juvenile or adult correctional agency.
4) Persons on probation.

A CDCR form 1074 must be on file in the SCC mailroom. Inmate copies will not accepted. Copies must come from CCI or from the other institution directly.

PROCEDURE:

1. Clearly identify that the mail is from one of the parties listed above by noting where the return address is from; example: jail or another institution.
2. Look up the inmate in the "inmate to inmate" shared folder and bring up the file labeled "List 2014" and check to see if the inmate has an approved correspondence.
3. If the correspondence is approved you will stamp the envelope with the "approved" stamp and initial it.
4. Approved inmate to inmate mail will then be searched the same as any other mail piece.
5. Mail that has a CDCR 1074 that has been denied gets stamped "Not an authorized correspondent," it is then unopened and returned to sender. If the mail was opened prior to being checked it will have to be resealed and postage paid via mailroom.
6. If no CDCR 1074 is on file you place the appropriate sticker onto the envelope and return to sender.

All CDCR 1074's must be signed off on both institutional sides. Hard copies are located and filed in the rolling black file cart.