

STANDARD OPERATING PROCEDURE

SUBJECT: HOUSING OF INMATE MAIL OCTOBER 2014

STEP 1

All staff will need access to the SOMS program including access to Population Tracking – External Moves

STEP 2

Any mail received without CDCR # will be returned to sender per Title 15 Section _____ with the stamp “unable to process with incomplete or missing CDCR#”

STEP 3

Mail received without housing or with incomplete housing needs to be housed prior to opening and searching.

When housing the following applies:

- No housing: return to sender unopened, if opened postage must be affixed and envelope sealed with tape
- Inmate at SCC or SCC Camp: house and search, housing of camp mail requires noting the camp number, i.e. #30 for Baseline
- Inmate at another Facility or non-SCC Camp: forward to the other facility, do not open or search. Note the initials, as they appear on SOMS for the other facility, i.e. MCSP for Mule Creek State Prison, on the envelope so we forward to the proper facility
- Inmate discharged, paroled, released: return to sender, do not open or search. Label stating return reason are to be affixed to the envelope
- Inmate is out to court: check the date inmate went out to court, if over 7 calendar days correspondence is returned to sender per Title 15 Section _____ with the notation, “Inmate out to court over 7 days.” If it has been less than seven days the mail is held in the OTC bin on the left side of the Inmate Housing bins. Out to court mail is rehoused once a week for either delivery to the inmate or return to sender.
- Inmates out to medical: house, search and forward to medical to deliver to inmate

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STEP 4

How to read the housing as listed on SOMS

HOUSING INMATE CORRESPONDENCE FROM SOMS

For Facility "A" or "B"/Calaveras or Mariposa Yards:

This is how it appears on SOMS (minus the bold and underline)

A 001B1-00**6003**L
B 001F1-0**70001**U

A or **B** – Facility/Yard Identifier, this will be helpful if housing numbers are confusing

A Yard – Dorm numbers are 01 through 38
B Yard – Dorm numbers are 39 through 76

-006003L – only numbers after the dash and just the last five digits including 0's

Housing is 06-03; dorm 06, bed 03

-070001U – only numbers after the dash and just the last five digits including 0's

Housing is 70-01; dorm 70, bed 01

For Facility "C"/Tuolumne Yard:

This is how it appears on SOMS (minus the bold and underline)

C 00**5** 1-**137**001L

C – Facility/Yard Identifier;
005 – Building number, we only need the last number;
1-137001L – Bed identification, we only need the three numbers after the dash, the L or U at the end identifies upper or lower bunk

To write the housing – **5C-137**