


**SIERRA CONSERVATION CENTER  
SUPPLEMENT**

	California Department of Corrections and Rehabilitation  OPERATIONS MANUAL	Chapter 5 Custody/Security Operations  Article 41 Inmate Mail  JANUARY 2015
Related ACA Standards: (4-) 4275, 4280, 4487, 4489, 4491, 4493, 4496		

**RESPONSIBILITY FOR REVIEW:** Associate Warden, Business Services (AWBS)

**54010.1 POLICY**

MAILROOM HOURS OF OPERATION	INCOMING/OUTGOING APPROXIMATE DELIVERY TIME BY U.S. POSTAL SERVICE	GOLDEN STATE OVERNIGHT MAIL APPROXIMATE PICK UP TIME	THIRD WATCH MAIL STAFF DELIVERY APPROXIMATE TIME	FIRST WATCH DELIVERY OF OUTGOING MAIL TO MAILROOM APPROXIMATE TIME
MON – FRI 07:30-16:00	MON – FRI 11:30	MON – FRI 10:30	MON – FRI 14:30	SUN – THURS 07:30
WEEKENDS & HOLIDAYS CLOSED	WEEKENDS & HOLIDAYS NO DELIVERY	WEEKENDS & HOLIDAYS NO PICK UP	WEEKENDS & HOLIDAYS NO DELIVERY	FRI & SAT NO DELIVERY TO MAILROOM

**Camps:**

Each camp may have a somewhat different schedule due to local options and activities. Newly arriving inmates will be informed of the mail procedures during camp orientation.

**Delivery to Mailroom from Facilities:**

Outgoing mail will be picked up from the unit mail boxes by Correctional Officers on the tier during First Watch; it will be searched for contraband, sorted, rubber banded together by size and type and placed in the mail bags. First Watch Sergeants (SGT) will ensure the mail bags are taken to the mailroom and placed just outside the locked fence. Legal mail bags are to be placed through the opening in the cage. The key to the mailroom must be checked out from Plaza Control.

**54010.5 PAPER, ENVELOPES, AND STAMPS FOR INDIGENT INMATES**

An Indigent inmate is defined as an inmate who has \$1.00 dollar or less in their Inmate Trust Account at the time the Trust Restitution Accounting Canteen System (TRACS) Monthly Report of Indigent Inmates is generated.

All inmates requesting envelopes based on their indigent status shall deposit their completed Request for Indigent Envelopes, SCC Form 10677 (Attachment A), in the Drop Boxes on each facility. These forms will be routed directly to the mailroom for processing. The mailroom will process requests for last two digits 00-33 the first week of each month, 34-66 the second week of each month, and 67-99 the third week of each month.

No special mail services such as express, special delivery, or certified mail, is provided to indigent inmates.

**54010.5.1 PROCESSING REQUEST FOR INDIGENT INMATE ENVELOPES**

Inmates must appear on the Monthly Report of Indigent Inmates provided to the mailroom by the Trust Accounting Office in order to have the request approved by the mailroom. Inmates not on the report will be declined by the mailroom.

The mailroom is responsible for forwarding a copy of the approved/declined form, providing envelopes, paper, and flossers to indigent inmates. Mailroom staff will maintain records of whom the envelopes were issued to and will be responsible for responding to inmate inquiries and appeals regarding receipt or non receipt of indigent envelopes.

#### **54010.6 RECIPIENT'S ADDRESS**

The Institution addresses for inmates housed at Sierra Conservation Center (SCC) are:

Facility A & B	Facility C
Inmate Name & CDCR #	Inmate Name & CDCR #
Dorm & Bed Number	Building & Bed #
Sierra Conservation Center	Sierra Conservation Center
State Prison	State Prison
5150 O'Byrnes Ferry Rd	5150 O'Byrnes Ferry Rd
Jamestown, Ca 95327	Jamestown, Ca 95327

See the SCC telephone directory for the addresses for SCC Conservation Camps.

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

Mailroom staff will sort incoming mail to remove any improperly addressed correspondence. Staff will process correctly addressed correspondence first; mail requiring proper housing locations will be addressed and forwarded to the correct location secondly; and mail with contraband will be processed last. **Mail received in padded envelopes will not be accepted.**

Note: In the event it becomes necessary to read all the mail of a specific inmate, the Investigative Services Unit (ISU) Lieutenant will send written notice to the mailroom. The written notice shall include the name and identification number of the inmate, and the staff person requesting the review. The mailroom will log this information in a logbook maintained and kept within the mailroom.

#### **Staff Mail**

Mail addressed to SCC employees is considered institutional mail and may be opened by mailroom staff; however, all mail addressed to the Warden, Chief Deputy Warden, Associate Wardens, ISU, Personnel, Litigation Coordinator, Appeals Coordinator, Employee Relations Officer, and Labor Relations Advocate will not be opened and will be forwarded to their respective mailboxes. Any mail, except appeals, addressed to staff from an inmate and/or parolee will be sent to ISU for review prior to delivery to staff. Appeals will be directly routed to the appeals office.

Mailroom staff shall notify the mailroom supervisor of the identity of any employee who appears to routinely utilize SCC's business address and the mailroom to receive personal correspondence. Contact shall be made with the AWBS and the Custody Captain by the mailroom supervisor for appropriate corrective action.

Any envelopes or packages that are addressed to staff that are next day air, overnight mail, etc., shall be delivered by a Materials and Store Supervisor (M&SS) II, M&SS I, or Warehouse Manager by the conclusion of the following business day from the date of receipt. A delivery slot shall be designated in the main office of the support warehouse for that purpose.

#### **Camps**

Based on the staffing at the conservation camps, correctional employees will perform the duties of the mailroom staff. Correctional employees will sort all incoming mail. All non-confidential inmate mail, incoming or outgoing, is subject to being read in its entirety, and inspected for contraband.

Mail addressed to camp employees is considered institutional mail and may be opened by any correctional employee assigned to processing incoming or outgoing mail. Mail addressed to staff from an inmate and/or parolee shall be processed as "regular" mail and may be read in its entirety and inspected for contraband. In the event there are any questions or concerns regarding the contents of the mail from an inmate/parolee, the mail and all related correspondence will be sent to SCC's ISU for review prior to delivery to camp staff. Routine mail from an inmate/parolee regarding incarceration status or request for transfer to the camp is to be handled appropriately by the Camp Commander or his/her designee.

### **Mailroom Backlog**

When the mailroom staff resources are exhausted and/or when directed by the Correctional Business Manager I, the following first watch and third Watch positions may be utilized for searching incoming mail:

Building #1 Control	-	First Watch
Building #3 Control	-	First Watch
Building #4 Control	-	First Watch
Building #5 Control	-	First Watch
Main Facility Foyer	-	First Watch
Main Facility Foyer	-	Third Watch
Tuolumne Entrance Building	-	Third Watch

In the event it is necessary to utilize first watch staff to search inmate mail, the following directives will be implemented:

- At approximately 1500 hours, Monday through Thursday, mailroom staff will deliver tubs of mail, with cardboard covers, to the Main Foyer and Facility C Entrance Building.
- The cardboard covers on the mail tubs will be marked Building #1, Control first watch; Building #3, Control first watch; Building #4, Control first watch; and Building #5, Control first watch, Foyer first watch, accordingly.
- The mailroom will deliver mail tubs to entrance buildings which are then dispersed to the appropriate buildings.
- The Facility C first watch Housing Support will return all the mail tubs to the Facility C Sallyport when they are completed.
- The first watch Outside Patrol SGT will ensure all the mail tubs are taken back to the mailroom before the end of the first watch shift.

Incoming mail will only be inspected by the designated first watch staff Tuesday through Friday.

The following attachments have been developed to assist Custody staff in completing these duties:

- Attachment B – Instructions for Searching Incoming Mail
- Attachment C – Contraband List
- Attachment D – Name & Badge # Recording Sheet

### **Mail Pick Up for Facilities**

Mailroom staff shall deliver incoming mail from the mailroom at approximately 1430 hours, Monday through Friday except holidays. The staff shall bundle the mail according to their respective dorms, or buildings, and transport to their respective facilities in the mail bags. Mail shall be distributed to the inmates later on that evening.

If an inmate has been relocated to another area, transferred, paroled, etc., it is the housing unit officer's responsibility to determine the inmate's correct housing. The new housing must be notated on the letter or package. For inmates relocated within the facility, custody staff shall deliver the mail to that location before the end of his/her shift. Mail needing to be forwarded out of the institution is to be returned to the mailroom.

**Inmates will not have access to staff mail or mailboxes;** this includes mail that is being delivered between units.

### **Outgoing Mail from Facilities**

First watch staff will search, sort, and bundle (using rubber bands) outgoing mail by the following categories:

- **Regular Envelope Mailings** – Flaps will be open and not tucked inside the envelope. All envelopes will be sorted according to size, with letter and legal sized envelopes in different bundles. Letter size envelopes must have flap untucked.
- **Large and Odd Sized Mailings** – This mail will be stacked one on top of the other and bundled separately from letter and legal sized envelopes.
- **Internal (Institutional) Mail** – This mail will be bundled separately.
- **Out to Court & Reroute Mail** – This mail will be bundled separately.
- **Registered Certified Mail** – This mail will be bundled separately and must be accompanied by a CDC form 193, Trust Account Withdrawal Order Form (TAWO) (Attachment E).

- **Mail Needing Additional Postage** – (No funds & No Trust Withdrawals) all mail requiring additional postage will be bundled separately. Flaps will be open and not tucked inside the envelope. All TAWO's shall be placed in envelope with top of TAWO visible-do not use tape or staples.

Outgoing mail from the infirmary and the firehouse will be inspected by the infirmary custody staff and firehouse staff. That mail shall be forwarded to the mailroom within a large sealed manila envelope.

All other outgoing mail will be inspected by the first watch unit staff prior to being sent to the mailroom for processing. Outgoing mail shall be delivered no later than 0730 hours in their respective mail bags. All non-confidential inmate mail is subject to additional inspection and/or reading prior to its departure. First watch SGT will ensure mail bags are taken to the mailroom and placed through the opening in the cage for processing. The key to the mailroom must be checked out from Plaza Control.

Unauthorized outgoing mail will be returned to the inmate in a timely manner with an explanation of the reason for its return.

### **Outgoing Staff Mail**

All Departments must identify themselves on their outgoing correspondence in the following format:

California Department of Corrections and Rehabilitation  
Sierra Conservation Center  
State Correctional Facility  
5100 O'Byrnes Ferry Rd  
Jamestown, Ca 95327  
Department Name

Outgoing staff mail will adhere to the same sorting procedures as facility mail.

### **Intra-Institution Mail**

When at all possible every attempt by staff should be made to deliver Intra-Institution Mail to the respective recipient's mailbox and bypass the mailroom.

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

In accordance with the Department Operations Manual (DOM) section 54010.8.1, the following items are allowed in restricted quantities:

- Photographs – Maximum of 25

Note: Polaroid, negatives, slides, photographs (drawings, magazines, and or pictorials included) depicting obscenity, gang signs, gang paraphernalia, frontal nudity (either the exposed breast(s) and or genitalia of either gender), or weapons are not allowed.

- Calendars – as long as they do not contain metal, wire, wood, or other hardbound bindings, and are limited to a size of 12 x12"
- Blank greeting cards (No 3-dimensional attachments or stamps). – Maximum of 10.

The following items are an example of typically disallowed, but not limited to, items at SCC's mailroom:

- Pencils or pens
- Handicraft items and art supplies
- Stickers of any type
- Body fluids, body hair
- Currency and coins, play money
- Jewelry
- Food items
- Laminated items, multi-layered items
- Trading cards
- Flowers, leaves or seeds

- Cassettes, disks, digital media (Compact Disks/Video Disks)
- Items of Styrofoam, cardboard, rubber, cloth, metal, plastic or wood, glued on items, painted on items
- Weapons, drugs or any drug paraphernalia
- Fighting techniques or unlawful acts
- Photo albums frames
- Any form of identification, credit cards or items containing credit card numbers, calling cards
- Any item larger than 8 ½ X 11, excluding magazines and 12 X 12 calendars
- Coded messages, tattoo patterns or gang logos
- Lipstick, excessively perfumed/saturated items
- Lottery items or gambling items, playing cards
- Items that are unable to be searched without destroying
- Unidentifiable substances, confetti, toilet paper
- Titles or deeds
- No metal or hardbound binding on books, magazines, periodicals, pamphlets, catalogs. For hardbound books, staff shall allow the inmate to determine whether to accept the book with the cover removed or, if that option is declined, decide how the book is to be disposed of per CCR section 3191(c).
- Posters
- Peel and Stick/Self Stick Envelopes

Any unacceptable mail shall be immediately Returned to Sender (RTS), at the inmate's expense, with the envelope annotated "Unauthorized Mail, Return to Sender." Mailroom staff shall utilize the CDC form 1819, Notification of Disapproved Mail/Package/Publication (Attachment F) to notify the Custody Captain who shall be responsible approving any unauthorized mail which is to be returned by mailroom staff. Cross Reference DOM § 54010.16.

#### **54010.9 INSPECTION OF INCOMING AND OUTGOING PACKAGES**

All quarterly packages, special purchase, parole clothes, and spiritual packages will be processed through Receiving and Release (R&R)

#### **54010.12 CONFIDENTIAL CORRESPONDENCE**

A Mail Record Log is maintained in the mailroom to record legal, court, or other confidential mail to and from inmates. Its retention is three years.

##### **54010.12.2 PROCESSING OUTGOING CONFIDENTIAL MAIL**

Inmates shall post confidential mail by presenting the mail unsealed to designated staff. In the presence of the inmate, the staff shall remove the contents of the envelope upside down to prevent inadvertent reading of the contents. Staff shall remove the pages and shake them to ensure the absence of prohibited material. If no prohibited material is discovered, the contents shall be returned to the envelope and sealed. Staff shall place their signature, badge number and date across the sealed area on the back of the envelope. Staff will then legibly print the inmate's name and identification number, as well as the name of the addressee on the Legal Mail Log Sheet (Attachment G).

Staff will note in the comment section of the log if the envelope is torn or damaged. The inmate will sign where indicated on the log sheet. If the inmate refuses to sign, the officer must note this in the comments section of the log sheet. Staff shall then deposit the confidential mail in the legal mail bag.

The bag is to be locked and transported to the mailroom along with the regular mail, during first watch. If no confidential mail is presented at open line this shall be noted on the log sheet, signed and dated, and placed in the locked legal mailbag. The mailroom staff will check the log sheet against the contents of the bag and reconcile the items, if any.

It is the responsibility of staff to transport inmate mail to the mailroom in the approved locked legal mail bags.

##### **54010.12.3 PROCESSING INCOMING CONFIDENTIAL MAIL**

The inmate will be notified of the arrival of confidential mail by the mailroom staff in writing. Third watch staff will deliver all confidential mail to Facilities A, B, and C.

Inmates shall sign for all confidential mail at the time of delivery on the legal mail log sheet. Any enclosed negotiable items (i.e. funds) will be returned to the mailroom for processing.

Confidential mail to/from California attorneys will be checked for authenticity of legal standing with the California Bar Association, or by telephoning the County Bar Association or State Bar Association. Membership in any State Bar as an attorney fulfills all requirements for confidential/legal correspondence. Out-of-State attorneys will be verified by contacting that state's bar association (Refer to DOM #54010.12.1 and California Code of Regulations (CCR) Section 3141(c)(6)).

When confidential mail for an inmate is received from the Federal District Courts and the inmate cannot be located, the mailroom legal desk Office Assistant (OA) will return to sender.

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

Suspicious mail packages, and/or powder similar to Anthrax, shall be immediately reported to the Watch Commander and upon control of the incident documented on a Incident Report (Refer to Local DOM Supplement #51030, Incident Reports). Additionally, the Emergency Operations Unit shall be notified and first responder protocol followed (inmates shall not have access to this protocol).

**Suspected Drugs:** When suspected drugs are found in mail, the staff person who found the suspected drugs should immediately put the entire piece of mail in a plain envelope, notify the mailroom supervisor and call ISU for immediate delivery arrangements to ISU for evidence processing.

If no one is available in the ISU office, staff shall immediately notify the Watch Commander and retain control until put into ISU evidence chute. The Watch Commander shall provide direction, assistance, and/or training to the employee regarding processing the evidence into the ISU evidence chute.

The evidence shall be processed per procedures outlined in DOM, Chapter 5, Article 20, Disposition of Contraband, and its local SCC supplement, CCR §3006, 3136, and 3147, and Restricted Operational Procedure (OP) #007, Crime Scene Preservation and Evidence Handling Procedures.

#### **54010.18 FUNDS ENCLOSED IN CORRESPONDENCE**

All negotiable instruments shall be made payable to the California Department of Corrections and Rehabilitation (CDCR) with the inmate's last name and departmental identification number. This information shall be on the face of the check or money order. Negotiable instruments will be accepted for all camp inmates, Temporary Community Leaves, and Family Visits at the mailroom.

Cash shall not be accepted for an inmate and will be RTS. Mailroom staff shall complete a Memorandum of Disallowed Cash Monies (Attachment H) to the recipient inmate, informing them that cash was received and will be RTS.

#### **Found Money**

Inmates finding, or receiving cash, will immediately turn over the funds to their supervisor or other custodial officer. The supervisor will prepare a STD form 100B, Mini Memo (Attachment I), including the date and time received the location it was found (if applicable), the staff member/inmate who received it and any other available information. The supervisor will deliver the cash and mini memo to the trust office. The trust office staff will sign the mini memo to verify the receipt and give a copy of the mini memo to the supervisor/custodial officer.

The trust office will hold the cash until it is claimed for a maximum of 30 days. If the cash is not claimed within the 30 days, it will be put in the trust account of the inmate who found the cash. If an employee found the cash and it is not claimed within 30 days, the cash will be deposited into the Inmate Welfare Fund (IWF).

#### **Camps:**

**Negotiable Instruments will not be accepted at any camp locations.** All funds for inmates at camp must be mailed directly to the mailroom at SCC.

All negotiable instruments received in the camps for inmates will be recorded in the camp's Cash/Negotiable Instrument Log and RTS directly by the camp. Daily Receipts of negotiable items by designated camp staff will be recorded including the inmate's name, CDCR number, sender's name, check number, amount, description, and date returned. A letter of explanation, any correspondence, and the negotiable item will be RTS via certified mail. The camp itself shall maintain a copy of all the items RTS and the Certified

Mail tracking information on file at the camp. If the recipient of the funds is an inmate at camp a copy of the memorandum shall also be provided to the inmate.

Camp staff receiving cash in the mail shall immediately fill out a Memorandum of Disallowed Cash Monies and deliver the form and cash to the camp supervisor. The camp supervisor will record the inmate's name, CDC number, cash amount, the date the cash was received and the staff member's name that received the cash in the log. The cash and memorandum shall be placed in a manila envelope labeled "Hand Carry to SCC Trust Office" and placed in a secured locked box or safe until camp transportation can deliver it to the trust office.

Camp transportation staff will sign the log to acknowledge the receipt of the cash to be delivered to the trust office. Upon arrival to the institution, camp transportation staff will immediately deliver the manila envelope to the trust office. Trust office staff will verify the amount received and sign the memorandum and give the top copy to the camp transportation officer. The trust office will fax a copy of the memorandum back to the originating camp. Trust office staff will process the cash accordingly.

### **Receiving and Release (R&R)**

R&R staff will establish a log to record the receipt of negotiable items received in the mail. R&R staff receiving negotiable item in the mail will record the inmate's name, CDC number, the amount, the date received, and the staff member's name that received the funds. That same day, R&R staff will deliver the funds to the mailroom. Mailroom staff will sign R&R's log to verify the receipt of funds. Mailroom staff will then process the negotiable instruments as stated in the above procedures for the mailroom.

If R&R receives negotiable instruments after the mailroom's normal work hours, R&R staff will secure the negotiable item(s) in a locked box/safe until the next scheduled mailroom workday. On the next scheduled mailroom workday, R&R staff will follow the above delivery procedures.

### **Employees**

Employees finding, or receiving a negotiable instrument will immediately give the funds to their supervisor. The supervisor will prepare a mini memo including the name of the payee on the negotiable instrument(s), the date and time received, and the staff member who received it. The negotiable instrument, mini memo, and any other materials identifying the sender (i.e., envelope, correspondence, etc.) will be delivered on the same day it was found or received to mailroom staff. Mailroom staff will sign the mini memo to verify the receipt, give a copy of the mini memo to the supervisor, and process the item as stated in the above procedures for the mailroom.

### **54010.21 PUBLICATIONS**

All incoming publications are subject to being screened by mailroom staff for unapproved material.

### **54010.21.3 NOTIFICATION TO PUBLISHER FOR DISAPPROVAL OF PUBLICATION**

The institution must notify the Standardized Procedures Unit (SPU) at the Division of Adult Institutions (DAI) for inclusion of the particular publication on the disapproved publications list (Attachment J) if it consistently contains disallowed material as noted in CCR, Title 15, Section 3134.1. Any publication being withheld and/or disallowed will be recorded on a Disapproved Publication Tracking Chart (Attachment L). Copies of this chart shall be submitted to SPU at 1515 "S" Street, Sacramento, California 95811, no later than the 15<sup>th</sup> of each month.

A seven-year retention schedule shall be followed for all disallowed mail and packages, as with publications (books, magazines).

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

Inmates who wish to correspond with persons also in the custody of a correctional system will continue to be required to request the approval of their Warden and the approving authority (if any) of the other correctional system. If no approval is on file in the MR, the correspondence will be returned to the sender. Correspondence from inmates/parolees/probationers may not be included with another sender's mail (third party). Any mail received in this manner will be returned to sender.

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

Inmates may initiate requests to correspond pursuant to California Code of Regulations (CCR) 3139 by sending their Correctional Counselor I a California Department of Corrections and Rehabilitation Form 1074, Inmate/ Parolee Request for Correspondence. All Approvals/Denials shall be processed in accordance with CCR 3139.

Sierra Conservation Center shall not restrict correspondence approval requests for General Population inmates unless there is documented gang affiliation, or involvement with a known terrorist group or racketeering enterprise within the Central File.

General Population inmates who have documented gang affiliation, involvement with a terrorist group or racketeering enterprise, will not be restricted from corresponding if they are in one or more of the following three categories:

1. Immediate Family Member, as defined in CCR 3000.
2. Co-Litigants in an active case, until the case is resolved.
3. Incarcerated natural parent of the inmate's child.

Inmates housed in the Administrative Segregation Unit shall be restricted from corresponding with other inmates unless they fall into one or more of the following three categories.

1. Immediate Family Member, as defined in CCR 3000.
2. Co-Litigants in an active case, until the case is resolved.
3. Incarcerated natural parent of the inmate's child.

No previously granted approval shall be reviewed and/or rescinded based on this directive issued by the Warden.

#### **54010.26 FORWARDING MAIL**

When an inmate is transferred to a long term Outside Hospital (OSH), due to long term health issues, the Second Watch (SW) Health Care Access Unit (HCAU) SGT will have the responsibility to ensure that the inmate's mail is forwarded to him.

The HCAU SGT will verify with the Chief Medical Executive (CME), the status of the inmate. Upon confirmation from the CME that the inmate is at an OSH, the HCAU SGT will contact the Watch Commander and mailroom supervisor from the guarding institution, explain the situation and attain the contact and sending information. He/she will contact our mailroom supervisor at extension 5400, and provide that sending information to him/her. The mailroom supervisor will ensure that the mail for the inmate is forwarded to the guarding institutions mailroom. The mail will be plainly marked as to identify the inmate is being housed at an OSH, and is being guarded by that institution.

For example: If San Quentin is providing coverage for an inmate at Kentfield Hospital, SCC's Mailroom supervisor will send the mail to:

*ATTN.: MAIL ROOM SUPERVISOR, SAN QUENTIN STATE PRISON, SAN QUENTIN 94964, this mail is being forwarded for inmates name and number, who is currently housed at Kentfield Hospital.*

It will be the guarding institution's responsibility to forward the inmate's mail and deliver to him at the hospital.

The second watch HCAU SGT will contact the mailroom supervisor each Friday to ensure the mail is being forwarded, and to update the mailroom Supervisor on the status of the inmate.

#### **54010.32 REFERENCES**

- Penal Code § 2601
- United States Postal Service, Domestic Mail Manual
- CCR § 3006, 3134, 3136, 319, 3141 and 3147
- DOM and local supplement #51030, Incident Reports
- Memorandum dated 9/29/10, Annual Update to Centralized List of Disapproved Publications, signed by G. Giurbino.
- Memorandum dated 3/14/11, Mail regulations – Disapproving Publications, signed by R. Subia.
- Memorandum dated 4/5/11, Inmate Mail Procedures, signed by Warden Chavez.

#### **ATTACHMENTS**

Attachment A – SCC 10677, Request for Indigent Envelopes  
Attachment B – Instructions for Searching Incoming Mail  
Attachment C – Contraband List



- Attachment D – Name and Badge Number Recording Instrument
- Attachment E – CDC 193, Inmate Trust Account Withdrawal Form
- Attachment F – CDC 1819, Notice of Disapproved Mail/Package/Publication
- Attachment G – Legal Mail Log Sheet
- Attachment H – **Letter** of Disallowed Cash Monies
- Attachment I – STD 100-B, Mini Memo
- Attachment J – Centralized List of Disapproved Publications
- Attachment K – Letter of Notification to the Publisher
- Attachment L – Disapproved Publication **Tracking** Chart
- Attachment M – CDCR 22, Inmate/Parolee Request for Interview, Item, or Service

*Original signed by CDW J. Martinez, on 01/15/15*

**HEIDI M. LACKNER**      **DATE**  
**Warden**