

STANDARD OPERATING PROCEDURE

SUBJECT: 1819 Disallowed Mail		
DATE: 10/15/2014	Prepared By: Tawnya Jenkins	Standard Operating Procedure # 0002
CDCR/ SCC	Business Services – Mailroom	

Title 15. 3136. Disapproval of inmate mail that is in clear violation of CCR sections 3006 or 3135 shall be referred to staff not below the level of Corrections/Facility Captain for determination and appropriate action. Disapproval of inmate mail that is not in clear violation of CCR sections 3005 or 3135 shall be referred to the Warden, but not lower than the Chief Deputy Warden, for determination and appropriate action. When incoming or outgoing mail/packages/publications addressed to or being sent by an inmate are withheld or disallowed, the inmate shall be informed via CDC Form 1819, Notification of Disapproval-Mail/Packages/Publications of the reason, disposition, name of official disallowing the mail/package/publication, and the name of the official to whom an appeal can be directed:

PROCEDURE:

1. When you discover content in mail/packages that is not permitted, you must type up a CDC 1819 form. Templates are located in the shared folder under "1819 no gridlines."
2. On the 1819 form (example 1 attached) you must complete the top section: Inmate Name, CDCR number, housing with your initials.
3. Line number 1 is where you list a description of the disallowed item; example: Glitter greeting card.
4. Line number 2 is where you list the specific section of the DOM or Title 15 in which the content violates; example: DOM Supplement 54010.8.1 Glitter not allowed.
5. Complete the sender information in the section marked Sender Information. If no return address is listed, input the city of postmark or unknown sender.
6. Once the form is completed it is sent to the Captain's office for signing of approval.
7. When the form is signed and returned, you then break it down for distribution to the inmate.
8. Complete the date forwarded to inmate.
9. Attach the pink copy of the CDC 1819 form to the disallowed items(s)
10. The white and yellow copy are returned to the inmate along with any allowable items from the mailing, a trust withdraw slip and instruction sheet.
11. The inmate has 30 days from the date forwarded to him to return the form back to you signed and his instructions on what to do with the item.
12. If the item is being returned to sender you keep the white copy, the inmate retains the yellow copy and the pink copy is sent with the returned item to the sender. Place the disallowed items in an envelope, use the stamp the inmate provided or if a trust withdraw order is submitted you will sign the withdraw

slip and place it in the trust office box on the pitching wall and run the postage on the Pitney Bowes machine. You then use the stamp with our address on it to stamp the upper left hand corner of the envelope and write "1819 return" under the address.

13. If instructed to destroy the item, the pink and white copy is retained for our records and the item is either shredded or placed in hot trash.
14. If the inmate does not return the form within the 30 day time frame, the items are destroyed. Place a sticker on the pink copy with the date destroyed and retain for our records.

