

ADDENDUM- INMATE MAIL

Location in DOM: Chapter: 5  
Article: 41  
Section: 54010  
Reviewed by: Warden  
Review Annually: January  
Date of Last Review: April 2014

Completed Priority Ducat Accountability Tracking Sheets shall be delivered to the Correctional Administrator of Healthcare Services.



W. Muniz  
Warden  
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Date: 6/24/15

**54010.4 Definition of Classes of Mail**

Priority ducats shall be issued to inmates in the same manner as inmate mail.

Inmates shall be identified prior to issuance of their priority ducats. Priority ducats shall be personally delivered and not be given to an inmate's cellmate or left in a double occupied cell for the inmate to retrieve.

Upon issuance of all priority ducats, housing unit officers shall complete and sign the facility's Priority Ducat Accountability Tracking Sheet (Attachment A).

Priority ducats for inmates in the Department of State Hospitals (DSH) shall be delivered to the Medical Technical Assistants (MTA).

Upon issuance of all Priority Ducats, the Third Watch, Watch Commander shall document the completion of the task on the Daily Activity Report.

**54010.26 Forwarding Mail**

Re-routing of priority ducats shall be handled in the same manner as inmate mail. All re-routed priority ducats shall be forwarded and delivered to the inmate on the same date they were received by the original housing unit.

Priority ducats for inmates who have transferred, paroled or discharged away from SVSP will be disposed of via the hot trash. Inmates discharged from DSH to a SVSP facility shall have their priority ducats forwarded to them at their new bed assignment.

Officers who transport the re-routed priority ducats to the inmates' new housing assignment shall have the receiving housing unit complete the "Rerouted Ducat Details" section of the Priority Ducat Accountability Tracking Sheet.

Attachments:

Attachment A- Priority Ducat Accountability Tracking Sheet

Priority Ducat Accountability Tracking Sheet

Area: Facility A

Ducat Date: \_\_\_\_\_

By filling out and signing this form, I acknowledge receipt of the daily ducats:

Building	Officer's Name (print)	Signature	Ducats Received	Ducats Rerouted (list details below)	Rerouted Ducats Received	Total Ducats Issued	Date
A1							
A2							
A3							
A4							
A5							

Rerouted Ducat Details:

Building	Number of Rerouted Ducats	Building(s) Delivered To (if multiple, list how many ducats to each building):	Receiving Officer's Name (print)	Signature
A1				
A2				
A3				
A4				
A5				



Priority Ducat Accountability Tracking Sheet

Area: Facility B

Ducat Date: \_\_\_\_\_

By filling out and signing this form, I acknowledge receipt of the daily ducats:

Building	Officer's Name (print)	Signature	Ducats Received	Ducats Rerouted (list details below)	Rerouted Ducats Received	Total Ducats Issued	Date
B1							
B2							
B3							
B4							
B5							

Rerouted Ducat Details:

Building	Number of Rerouted Ducats	Building(s) Delivered To (if multiple, list how many ducats to each building):	Receiving Officer's Name (print)	Signature
B1				
B2				
B3				
B4				
B5				

Priority Ducat Accountability Tracking Sheet

Area: Facility C

Ducat Date: \_\_\_\_\_

By filling out and signing this form, I acknowledge receipt of the daily ducats:

Building	Officer's Name (print)	Signature	Ducats Received	Ducats Rerouted (list details below)	Rerouted Ducats Received	Total Ducats Issued	Date
C1							
C2							
C3							
C4							
C5							
C6							
C7							
C8							

Rerouted Ducat Details:

Building	Number of Rerouted Ducats	Building(s) Delivered To (if multiple, list how many ducats to each building):	Receiving Officer's Name (print)	Signature
C1				
C2				
C3				
C4				
C5				
C6				
C7				
C8				



SVSP  
Priority Ducat Accountability Tracking Sheet

Area: Facility D

Ducat Date: \_\_\_\_\_

By filing out and signing this form, I acknowledge receipt of the daily ducats:

Building	Officer's Name (print)	Signature	Ducats Received	Ducats Rerouted (list details below)	Rerouted Ducats Received	Total Ducats Issued	Date
D1							
D2							
D3							
D4							
D5							
D6							
D7							
D8							

Rerouted Ducat Details:

Building	Number of Rerouted Ducats	Building(s) Delivered To (if multiple, list how many ducats to each building):	Receiving Officer's Name (print)	Signature
D1				
D2				
D3				
D4				
D5				
D6				
D7				
D8				

Priority Ducat Accountability Tracking Sheet

Area: Facility M

Ducat Date: \_\_\_\_\_

By filling out and signing this form, I acknowledge receipt of the daily ducats:

Building	Officer's Name (print)	Signature	Ducats Received	Ducats Rerouted (list details below)	Rerouted Ducats Received	Total Ducats Issued	Date
Dorm 1							
Dorm 2							

Rerouted Ducat Details:

Building	Number of Rerouted Ducats	Building(s) Delivered To (if multiple, list how many ducats to each building):	Receiving Officer's Name (print)	Signature
Dorm 1				
Dorm 2				

Priority Ducat Accountability Tracking Sheet

Area: ASU Z-9

Ducat Date: \_\_\_\_\_

By filling out and signing this form, I acknowledge receipt of the daily ducats:

Building	Officer's Name (print)	Signature	Ducats Received	Ducats Rerouted (list details below)	Rerouted Ducats Received	Total Ducats Issued	Date
Z-9							

Rerouted Ducat Details:

Building	Number of Rerouted Ducats	Building(s) Delivered To (if multiple, list how many ducats to each building):	Receiving Officer's Name (print)	Signature
Z-9				



Priority Ducat Accountability Tracking Sheet

Area: CTC

Ducat Date: \_\_\_\_\_

By filling out and signing this form, I acknowledge receipt of the daily ducats:

Building	Officer's Name (print)	Signature	Ducats Received	Ducats Rerouted (list details below)	Rerouted Ducats Received	Total Ducats Issued	Date
CTC							

Rerouted Ducat Details:

Building	Number of Rerouted Ducats	Building(s) Delivered To (if multiple, list how many ducats to each building):	Receiving Officer's Name (print)	Signature
CTC				