



California Department of Corrections and Rehabilitation  
CORRECTIONAL TRAINING FACILITY

DOM SUPPLEMENT # 25

INMATE MAIL

DOM, Chapter 5, Article 41

**PURPOSE/OBJECTIVE:**

The institution will maintain a plan of operation for the sending and receiving of mail for all inmates at the Correctional Training Facility (CTF). The plan will give direction to both staff and inmates the procedure mail room staff will follow to ensure the smooth and orderly flow of the mail, and to reduce time spent by staff in resolving inmate mail problems.

**APPROVAL AND REVIEW:**

This procedure will be reviewed annually by the Associate Warden, Facility D Program in the month of September, upon completion of the review, the procedure will be submitted to the Warden for final approval.

**RESPONSIBILITY:**

The Warden has the overall responsibility for the processing all inmate mail and for making decisions regarding the approval of inter-institution correspondence between inmates as prescribed in Director's Rules (DR) 3139. The authority for approving or denying such exchange of written and printed material may not be delegated below the staff level of Operations Captain.

The Mail/Outside Lieutenant and Office Services Supervisor I (OSS I), have the responsibility for the operation of the mailroom.

The Mailroom Office Services Supervisor I is responsible for the direct supervision of mailroom staff.

The Administrative Assistant is responsible for ensuring that sufficient copies of this plan are available for issue in Receiving and Release and In-Service Training.

**METHOD:**

Inspection of Incoming Mail:

All incoming mail will be opened and inspected. The purpose of the inspection is to receive and deposit into the inmate's trust account any funds enclosed; to verify and record the receipt of permitted personal-property; and to prevent the introduction of material, substances, or property which the inmate is not permitted to possess within the institution. The inspection of incoming or outgoing mail should not take longer than approximately seven (7) calendar days from receipt at CTF.

Inspection of Outgoing Mail/Packages:

All outgoing mail and packages will be searched before being sealed and mailed. Inspections of outgoing regular mail will normally be on an intermittent basis in the housing units. Exceptions will be made for individual inmates where there is reason to believe the mail may pose a danger to the safety of persons or a threat to institution security.

C. O. D. Packages/Mail:

C.O.D. mail is neither received nor sent for inmates. All such incoming mail is refused at the Soledad Post Office and by CTF Mail Personnel, and will be returned to sender.

Catalogs:

All catalogs must come from an authorized source and have staff approval. Staff approval as delegated by the Institution head, will confirm that the catalog came from an authorized source. See CCR 3006 regarding contraband.

Indigent Inmates:

As defined in DOM Indigent Inmate means an inmate who has \$1.00 dollar or less in their Inmate Trust Account for thirty (30) consecutive days.

The Mailroom will maintain and regulate the issuance of indigent mail. No special mail service, such as certified mail or special delivery, is provided to indigent inmates at State expense.

Writing paper, envelopes, a writing implement and the minimum postage required for five (5) first class letters per week shall be supplied to an indigent inmate upon the inmate's request by the Mailroom. Writing paper will be provided by the inmates' housing unit. Two (2) of the five (5) first class letters can be a foreign address if the inmate wishes. Business Correspondence and letters to attorneys and public officials are included among the five free letters permitted per week.

Eligible inmates will receive a total of twenty-two (22) metered envelopes for months with 31 days and twenty-one (21) envelopes for those months with 30 days or less.

It is the inmate's responsibility to submit a written request for indigent envelopes to the Trust Office via a multi-purpose form. Requests must include the inmate's name, number and complete housing information. Inmates must submit their request for



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indigent envelopes during the same period in which they would normally submit a request for canteen draw, i.e., Inmates with the last two (CDC #) of 00-33 must submit their request by the day draw ducats are due.

Inmates are only allowed to submit one request for Indigent Mail per calendar month.

The Indigent Mail request will be processed by the Trust Office within three working days after the completion of the prospective canteen draw. Envelopes will be disbursed the Friday following the receipt of the ducat request.

The request will be marked either "ELIGIBLE" or "INELIGIBLE." Copies of the denied request will be sent to the Inmate. A list of eligible inmates and eligible requests will be sent to the Mailroom for processing.

**TRUST OFFICE:**

The institution Trust Accounting Office will be responsible for producing listings showing indigent inmates eligible for indigent mail. The list of eligible indigent inmates will be sent to the Mailroom within three (3) working days after date canteen ducats are due. The following are the steps taken by the Inmate Trust staff to produce the Indigent Inmate Mail listings:

- Date stamp all requests received in the Accounting/Trust Office for Indigent Inmate status.
- Sort the requests by the last two digits of the inmate's CDC number and housing.

The day after the canteen draw is completed, Trust Office staff will review the requests with the same last two digits as the completed canteen draw.

Trust Office staff will review each request and determine if the inmate meets the Indigent Inmate. If the inmate meets the criteria, the request will be marked "ELIGIBLE." If the inmate does not meet the criteria, the request will be marked "INELIGIBLE."

Once all the requests for Indigent Envelopes are processed, Trust Office staff will produce a list of all inmates eligible to receive Indigent Envelopes. This list will be sequenced by building and cell and sent to the Mailroom for distribution of the Indigent

Envelopes to the eligible inmates by Friday following the canteen ducat due date.

The Trust Accounting Office will also be responsible for producing a list of all indigent inmates via the Trust Restitution Accounting Canteen System (TRACS). The TRACS list will be utilized to determine indigent inmates eligible to receive hygiene supplies (razors, toothpaste, dental picks), etc. The Accounting Office will generate the TRACS list each month after inmate payroll is disbursed. The TRACS list will be sent to each Correctional/Facility Captain via email. Each Captain will be responsible to ensure each housing unit receives the TRACS list. Once the list is received, housing unit staff will distribute hygiene supplies only to those indigent inmates listed on the TRACS list.

Inmates not eligible for Indigent Envelopes will receive a copy of their request marked "INELIGIBLE." Original ineligible requests will remain in the Trust Office.

Any CDCR 602s, Inmate Appeals pertaining to Indigent Envelopes will be addressed to the Business Manager II.

**POLICY:**

Correspondence between inmates and persons outside the institution is encouraged. The sending and receiving of mail by inmates will not be unduly restricted or impeded, nor will the privacy of such correspondence be invaded, except as may be required to prevent physical injury to persons, and to maintain the security of the institution. First Class Mail shall be delivered as soon as possible, but not later than seven (7) calendar days from receipt of the mail from the post office.

Responsibility of Correspondents:

Inmates and their correspondents are personally responsible for the content of each item of mail they send into or out of the institution. Any violation of law governing mail will be referred to postal authorities and other law enforcement officials. Violations of law or policies set forth in this order will result in the temporary suspension or denial of correspondence between the persons involved.

Reading of Regular Mail:

All non-confidential inmate mail, incoming or outgoing, is subject to being read in its entirety by designated staff per CCR 3133, (b) (3).





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Undelivered Mail:

All undelivered letters and packages returned to an institution by the Post Office will be opened and inspected before being returned to the inmate. The purpose of this inspection will be to determine whether or not the contents originated with the inmate sender identified on the letter or package, and to prevent the introduction of materials, substances, and property which the inmate is not permitted to possess in the institution. The inspection of returned mail would include regular mail the inmate may have been authorized to seal before mailing and letters, which are, mailed as confidential correspondence. In such case, the contents will not be examined or read beyond the minimum necessary to determine that it was sent out by the inmate and that it was not opened or tampered with before its return to the institution.

Post Office Box Numbers:

The following Post Office Box Numbers have been assigned to the following areas:

P.O. Box 689 Inmate Mail-Facility C  
P.O. Box 705 Inmate Mail-Facility A & B  
P.O. Box 690 Inmate Mail-Facility D

To ensure proper mail delivery and no delay in receiving mail, all incoming and outgoing mail must have complete and correct inmate name, CDCR Letter and number, address and Zip Code (Example):

John A. Doe, C-00000  
P.O. Box 689, A-105  
CTF- Facility C  
Soledad, CA 93960-0689

John A. Doe, C-00000  
P.O. Box 705, SA-320  
CTF- Facility A & B  
Soledad, CA 93960-0705

John A. Doe, C-00000  
P.O. Box 690, Dorm 3-45  
CTF- Facility D  
Soledad, CA 93960-0690

The correspondence must have the name, Letter (A.B.C.D.ect.), five (5) digit register number, correct Post Office Box Number, housing and Zip Code.

Locating Inmate's Housing for Mail Distribution:

All inmate mail without a CDC Identification Number and re-routed mail from other institutions will be located by the Mailroom Staff via the Institution Locator and DDPS. Every effort will be made to locate the inmate. All First Class Mail will be forwarded to the inmate's new location (i.e., institution). All pre-paid magazine subscriptions will be forwarded to the inmate's new location (i.e., institution).

Enclosed Funds:

Funds may be mailed to the inmate by Money Order, Certified and/or Cashiers Checks. Personal checks will be accepted, however, they must have the sender's name and address embossed on the check. Personal checks will be held for a period of thirty (30) days while clearing the bank.

When funds are received, the envelope shall be stamped "Money Enclosed" notating the date, the amount, and the initials of the person processing the remittance. The noted envelope becomes the inmate's receipt.

Cash received by mail will not be accepted by the institution. All cash will be hand carried to the Accounting Department with the sender's address. The money will be placed in a refund account. A check for the same amount sent in will be drawn and returned to the sender. Inmates will be notified when cash is returned.

The check or money order shall have the inmate recipient's name and number in ink as near the upper left-hand corner as possible. The institution endorsement hand stamp will be placed on the check or money order at that time. Use of CDC Form 345, Power of Attorney, eliminates the necessity for the inmate's personal endorsement on each occasion.

All government checks will be forwarded to the Associate Warden, Business Services or designee to determine if the inmate is entitled to the funds. If it is determined that the inmate has legal claim to the funds, a receipt will be forwarded to the inmate and the funds will be placed in his trust account. When a determination has been made that the inmate is not legally entitled to the funds, he will be notified and the check returned to the sender with a letter of explanation.



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All remittances will be arranged in numerical order and listed on a Report of Collections in this sequence on a daily basis. This list will show each recipient number and type of payment and amount. The report showing total collected, will be prepared in duplicate and distributed as follows:

- Original in mailroom, receipt made by cashier.
- Duplicate to cashier with collections.
- Triplicate to Trust Office for posting to inmate's account.

The Cashier will prepare a written receipt for funds collected and issue to the mailroom staff.

As the mail is opened and inspected, receipts are removed, logged, and delivered to the Cashier on a daily basis. Funds logged after 10:00 a.m. each workday will be recorded the following day. In the event a United States Government Check is received for an inmate who is no longer at the institution, adherence to the following procedure is essential:

- If the inmate is deceased or discharged the letter containing the check will be returned to the sending agency with the necessary information shown.
- If the inmate has been transferred to another institution, the check will be forwarded, including a note requesting the inmate to notify the federal agency of his change of address.
- Mail, including any containing funds, received for inmates who have been paroled, will be forwarded to the office of the parole region to which the inmate was released.

If an inmate is receiving money for Veteran's Administration College Enrollment and is not presently enrolled, the check is to be returned with a notation that the inmate is no longer enrolled in a V.A. College Program. The Education Department will notify the Trust Office when and if an inmate drops out of college.

Inmates should inform all correspondents to correctly complete the Money Order, including the signature. The bank will not accept Money Orders not signed by the sender. If a Money Order is sent without the proper information or unsigned, it will be returned to the sender.

The Correctional Training Facility will not accept any foreign currency. All foreign currency must be converted to US Currency before it arrives. If foreign

currency is sent, the envelope and its entire contents will be returned to the sender.

Undelivered Mail:

Mail addressed to an inmate, including packages or an enclosure in otherwise acceptable mail, which is specifically prohibited by institution procedures, will be returned as described below.

- Prohibited items will be removed from the mail and any authorized remaining portion will be sent to the inmate.
- Prohibited items will be documented using a CDCR form 1819 and held in the mailroom a maximum of fifteen (fifteen (15)) days awaiting instructions from the inmate for disposition of the items.

**FEDERAL-REGULATIONS:**

From the Domestic Mail Manual (D.M.M.)-The D.M.M, Section 144.4 "Metered Stamps," subsection 144.471 "Date of Mailing" so states: "Dates shown in the metered post mark of any type or kind of mail must be the actual date of deposit (letter mailed)".

D.M.M. Section 144.5 "Mailings," Subsection 144.52 "Place of Mailing" so states: "Metered Mail, other than bulk mailing of Third Class Mail ... which is under the jurisdiction of the Post Office shown in the metered stamp".

Due to D.M.M. regulation, predated metered envelopes and metered envelopes that do not have the Soledad Stamp WILL NOT be accepted in the incoming mail.

The only exceptions will be pre-metered mail if it comes in confidential correspondence, as outlined in CCR 3134, and metered envelopes from other CDC prisons that are for indigent inmates.

The withholding of mail is based on a judgmental or interpretative decision of the Staff; the mail shall be retained by the institution for not less than fifteen (fifteen (15)) days, pending actions described below:

- The inmate will be promptly informed in writing (CDCR 1819) of the reason for not allowing the inmate to receive the mail; the disposition or proposed disposition to be made of the mail; the name of the official





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disallowing the mail, and the name of the official to whom an appeal may be directed.

- The notice to the inmate will include the name and address of the sender and will inform the inmate of the disposition made or that will be made, if an appeal is not submitted to the named official within fifteen (fifteen (15)) days of the notice.

Disposition of Undelivered Mail:

Regular incoming mail which is disallowed will be disposed of in the following manner:

Returned to the sender:

Mailed at the inmate's expense (the institution's expense only if an inmate is indigent and provides indigent envelopes) to an outside correspondent designated by the inmate. If no response is received from the inmate within thirty (30) days of notice to the inmate the items will be destroyed.

With the inmate's written consent/or in accord with CCR 3133, destroyed or donated to a charitable organization outside the institution.

Copies of Case File:

No original copy, excerpt, or summary of personal correspondence to or from an inmate will be made or placed in an inmate's case file, unless such correspondence is or has been the subject of legal, disciplinary, criminal investigation or casework determinations and actions affecting the inmate. Exceptions may be made when inmate requests that a copy of personal correspondence be placed in his case file and the inmate's caseworker deems it appropriate to do so.

When the receiver of disturbing or offensive mail has returned an inmate's letter to the institution requesting administrative action, this also can be placed in the inmate's Central File.

Unmailed Correspondence:

If, for any reason set forth in either the Director's Rules or in this order, a letter is not accepted for mailing, or an inmate's letter is accepted for mailing but is not promptly mailed, the inmate will be notified by the mailroom in writing, of the reason for refusal to accept or to mail the letter promptly. The notice will include the disposition to be made by departmental employees. Unless the retention of such mail is required in legal or disciplinary

proceedings against the inmate, it will be mailed or promptly returned to the inmate.

Correspondence with Other Inmates:

Inmates of separate correctional facilities, i.e., CDC Institution, Youth Authority, County Jails and Out of State Correctional Facilities, may correspond with each other providing prior approval by each inmate's caseworker and Warden/Superintendent. This will include inmates corresponding at the inter-institutional level. In cases where inmates are suspected of being associated with a prison gang, street gang and/or disruptive group, the request form shall be forwarded to the IGI Unit for evaluation and recommendation. The IGI Unit will then return the correspondence form to the appropriate counselor for processing.

Once approval has been made the Correspondence Approval Form will be sent to the mailroom and a file will be kept on each inmate.

An individual inmate's authorization may be denied/revoked for cause as established in the Director's Rules, Sub Chapter 2, and Article 4. Where permission has been denied/revoked, the inmate shall be required to obtain written approval from the Warden before further correspondence with the other inmate(s) shall be allowed.

Any mail forwarded by an outside party for one (1) inmate to another inmate will automatically be returned to sender.

Request for Correspondence Approval Form (CDC Form 1074):

CCI's will issue correspondence request forms to inmates upon request or begin processing request forms when received from outside institutions.

Completed forms should be turned into the caseworker for processing. The caseworker shall have thirty calendar days to process request along with a cover memorandum, and then forward to the respective institution and/or facility for approval/disapproval.

This form will be completed in duplicate, original being forwarded to receiving institution/facility and a copy returned for placement in the inmate's Central File. The CCI shall annotate the reason for denial on the CDC Form GA-22, Inmate Request for Interview, and



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completion of CDC Form 1074 on denials is not necessary.

Former Inmates:

A person's former inmate status will not, in itself, preclude approval to correspond with an inmate.

(See: CCR 3139, Rules and Regulations of the Director)

Disapproval of Inmate Mail:

Any material that is reasonably deemed to be a threat to legitimate penological interest shall not be allowed.

Except as authorized by the institution head, inmates shall not possess or have under their control any matter which contains or concerns any one or more of the following:

- Inciting murder; arson; riot; or any form of violence or physical harm to any person, or any ethnic, gender racial, religious, or other group
- Blackmail or extortion
- Sending or receiving contraband
- Plans for activities which violate the law, these regulation, or local procedures
- Illustrations, explanations, and/or descriptions of how to sabotage, disrupt, build, modify, or repair computers, communications, or electronics
- Catalogs advertisements, brochures, and material soliciting a response from an inmate
- Maps depicting any area within a ten-mile radius of a facility
- Gambling or a lottery

Additional items not allowed via the mail are, but are not limited to the following CTF-386 Form:

Posters over 8 1/2 x 11, Coins, Hair, Stickers, Jewelry, Lingerie, Cardboard, Musical Cards, Any cloth/metal/wood/plastic, Disks/CD ROM, Flowers/Leaves, Confetti/Glitter, Video Cassettes/DVD's, Pens and Pencils (quarterly pkg. only), Metered envelopes/Postage, Brochures, Anything larger than 8 x 11 inches, Magnets, Photo albums, Candy (allowed in quarterly pkg. only), Polaroid Photographs, Wire, Computer magazines, Play money, Catalogs, ID/Credit Cards.

Pictures with weapons, drugs or drug paraphernalia and any pictures displaying gang activity, Picture frames (paper, cardboard, metal, plastic or wood).

Staff will not knowingly permit an inmate to send or receive correspondence, which, in their judgment, has any of the following characteristics:

- Information which would create a clear and present danger of violence and physical harm to persons in or outside of the facilities of the department.
- Concerns plans to escape or assist in an escape from lawful custody.
- Concerns the sending of contraband in or out of an institution.
- Concerns plot or plan to disrupt the order of the institution or to breach the security of institutions.
- Concerns plans for activities in violation of the law, or of rules and regulations of the Director or of approved institution procedures.
- Contains coded messages that are not presently decipherable by the reader.
- Such correspondence will be referred to a staff member not below the level of Facility Captain.

Handling and Screening of Approved Periodicals and Publications from Authorized Vendors:

Per California Code of Regulation, Title fifteen (15), CCR 3134.1 Publications, Subsection (a) and, i.e. newspapers and periodicals, must be sent directly from the publisher and/or vendor. Newspaper clippings, printed computer web pages, electronic/internet generated mail, and/or magazine articles may be sent in from correspondents.

Even though inmates may subscribe to newspapers, periodicals and purchase books directly from the publisher or vendor, nothing in this section shall be construed as limiting the institution's right to inspect non-confidential material and to limit the number of publications an inmate may possess at one (1) time. It is the policy of this institution that newspaper periodicals (magazines) and books must come from the publisher and/or vendor only. Per CCR 3134.1 (a), Inmates may subscribe to newspapers, periodicals, and purchase soft cover books.

Books:

Books are considered "Inmate Property" and must be listed on the inmate's property card. Books received by mail will be forwarded to the inmate's respective





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Package/property room for inspection, validating authorization and/or recording on the inmate's property card. (Refer to DOM supplement 54030, Inmate Property)

Unauthorized books that are not from a bookstore, publisher or vendor that does mail order business, will be stamped "returned to sender" by the mailroom. The inmate will be noticed by CTF form 386.

Religious books and religious correspondence received by mail will be inspected by mailroom staff and forwarded to the inmate through the appropriate package room.

Inmates may purchase, receive, read or permit other inmates to read any and all legal materials, newspapers, periodicals (magazines) and books accepted for distribution by the United States Post Office, except those which are described in CCR 3134.1 and 3135, Penal Code, Section 2601.

It will be the responsibility of the Mailroom Supervisor to adhere to these provisions and to maintain a monthly list of disapproved publications. Copies of the monthly list must be retained for a period of one (1) year. All magazines must be pre-paid either by the inmate or by their correspondent and can only be mailed in by a vendor/publisher.

Obscene Publications:

PC Section 2601 was amended to be restrictive of what publications are allowed in departmental facilities.

Obscene material is deemed to be a threat to legitimate penological interests and shall not be allowed.

CCR Section 3135 (d) defines obscene material. The following obscene material or matter is not allowed:

- Obscene material and mail containing information concerning where, how, or from whom obscene material may be obtained.
- Depicts, displays, or describes penetration of the vagina or anus, or contact between the mouth and the genitals, and such is the pervasive theme, or mail containing information concerning where, how, or from whom this material may be obtained.

- Depicts, displays, or describes bestiality, sadomasochism, or excretory function including urination, defecation, or semen.
- Portrays the nudity of a minor, or person who appears to be under 18 years old.
- Portrays contact which, appears to be nonconsensual behavior.
- Portrays contact which, is or appears to be forceful, threatening, or violent.
- Portrays conduct where one of the participants is a minor, or appears to be under 18 years old.

Inmates are prohibited from possessing or receiving materials that show frontal nudity of either gender as described herein. Prohibited materials include personal photographs, drawings, magazines, and/or pictorials. Frontal nudity includes either the exposed female breast(s) and/or the genitalia of either gender.

Any personal photographs, drawings, magazines, and/or pictorials displaying frontal nudity as described that are received by the institution, in the possession of an inmate or found during routine cell searches, will be treated as contraband. Contraband items will be handled by either disposing of the item or mailing at the expense of the inmate.

Mailroom Supervisor:

- Receives and reviews incoming magazines/publication.
- Fills out forms (1819) used to notify the inmate that the publication is being kept for review by Administrative Staff. Sends the form to the Facility D Captain and keeps a copy in log book.
- When the 1819 is received with the inmate's choice of disposal the action is carried out.
- If the inmate appeals, the magazine will be held pending the completion of the appeal.
- Publications, which are to be excluded, shall be referred to a staff member at not less than the Operations Captain level for authorization. For the purpose of CTF the Facility D Captain will be that staff person.

Facility Captain:

- Facility D Captain reviews the publications, assuring compliance with PC Sections 311(a) and 2601, and CCR Title, fifteen (15), Article 4.
- Facility D Captain completes the 1819 Form and sends it to the Mailroom Supervisor for distribution.



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When an Inmate Appeals:

- The Associate Warden Facility D Program receives the appeal from the Appeals Coordinator.
- Logs the appeal for tracking.
- Forwards the appeal to the appropriate staff member for first level response. The Associate Warden completes the appeal, obtains Division Heads signature and forwards the appeal to the Appeals Office.

Forwarding Mail:

Mail received from an inmate who has been transferred will be forwarded immediately to the institution, administrative office or agency to which the inmate's custody has been relinquished, with exceptions as otherwise stated in this order.

Temporary Absence:

Mail will be held in the Facility Mailroom for an inmate who is temporarily away from the institution when the inmate's return is anticipated within seven (7) working days.

After seven (7) working days the letter will be returned to sender, or forwarded if the inmate has left a forwarding address.

An inmate going Out-to-Court (O.T.C.) can request, in writing, for their mail to be held until their return, forwarded to another prison or county jail; this is not to exceed sixty (60) days. This memorandum is also to be signed by the inmate's counselor.

Address Unknown:

Mail addressed to an inmate who had been transferred or released will not be returned to the sender as "Address Unknown," unless the inmate has been discharged from departmental jurisdiction.

Means of Forwarding:

- First Class Mail will be forwarded directly via the United States Postal Service.
- Second Class Mail will be forwarded via the United States Postal Service for inmates who are no longer confined in institutions of the department.
- Second and Third Class Mail for inmates in CDC institutions will be forwarded via the intra-departmental mail.
- Periodicals and newspapers will be forwarded.

- Junk mail will be destroyed.

Change of Address:

Inmates are responsible for notifying their correspondents and the publisher of their subscriptions of any change of address. The OBIS will be used when the mailroom locators do not show a record of the inmate.

Packages:

Damaged or opened packages will be refused at the post office.

Except for publications and other special purchases, packages that exceed the maximum size and/or weight of thirty (30) pounds will be returned to sender (unopened).

The mailroom transports packages on a daily basis, during the normal workweek only, to the appropriate facility package room. Packages and special orders will be delivered within fifteen (15) calendar days excluding holidays and inmate lockdowns of affected inmates.

Confidential Correspondence:

Inmates may correspond confidentially with any of the persons listed below. This mail will not be read by staff members without prior written consent of the inmate, except as set forth in Director's Rules 3141(c).

- All State and Federal elected officials
- All State and Federal officials appointed by the governor or by the President of the United States
- All City, County, State and Federal officials having responsibility for the inmate's present, prior anticipated future custody, parole or probation supervision
- All State and Federal judges and Courts
- An Attorney at Law listed as active status or in good standing with a State Bar Association
- All officials of a foreign consulate
- The Secretary, Undersecretary, Chief Deputy Secretaries, Executive Director, Assistant Secretaries, Division Directors, Associate Directors, the Chief, of Inmate Appeals and the Lead Ombudsman's Office of the Department of Corrections
- County agencies regarding child custody proceedings, as clearly identified in the communication and listed on the envelope





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- Legitimate legal service organizations including, but not limited to: the American Civil Liberties Union, the Prison Law Office, Young Lawyers Section of the American Bar Association, and the national Association of Criminal Defense Lawyers.

Director's Rule 3145(c) prohibits the placing of correspondence in an inmate's file unless it has been the subject of legal, disciplinary, criminal investigation or casework determination or other action affecting the inmate. An exception to this rule may be made when the inmate has submitted a written request for inclusion of personal correspondence in his or her file and the inmate's caseworker deems it appropriate to do so.

Processing Incoming Confidential Mail:

Incoming letters bearing a return address of persons and officers or persons listed in CCR 3141 will be processed as confidential correspondence. A notice of or a request for confidentiality is not required on the envelope.

Mailroom staff will bundle incoming legal/confidential mail according to each housing unit and list each item on an "Incoming Legal Mail" sheet. The bundle/sheet will then be set aside by the Mailroom Staff for pickup by the Third Watch designated officer.

On a daily basis (Saturdays, Sundays, and Holidays excluded) at approximately 1430 hours, the designated officer for each facility (Facility C/Facility D - S&E Officer; Facility A & B- Foyer Crew Administration Officer) will report to the Facility C Mailroom to retrieve the regular and legal/confidential mail.

The designated officer will retrieve the legal/confidential mail bundles for their facility. The officer will verify the Incoming Legal Mail sheet with the legal/confidential mail that will be delivered to the housing unit. Once the officer verifies the information, the officer will sign each sheet and give a copy to the Mailroom Staff.

The designated officer will deliver the legal/confidential mail to each housing unit. Housing Unit staff will again verify the Incoming Legal Mail sheet with the arriving legal/confidential mail and will sign the sheet as receiving the legal/confidential mail. The designated officer will

be responsible to return the Incoming Legal Mail sheet to the Mailroom once each housing unit officer has signed for the legal/confidential mail.

The housing unit officer will open such mail only in the presence of the inmate addressee, shake out the contents of the letter by holding the materials upside down or turned away in order to prevent inadvertent reading of the material. If non-prohibited material is discovered, the contents will be returned inside the envelope and handed to the inmate.

Inmates shall sign for all confidential mail at the time of delivery.

Any funds that are enclosed will be returned to the mailroom or taken to the Inmate Trust Account Office for crediting to the inmate's account.

Processing Outgoing Confidential Mail:

In order to be accepted and processed as confidential correspondence, an inmate's letter must comply with the following requirements:

- The letter must be addressed to a person or office listed in CCR section 3141.
- The address of the attorney must match the address listed with the State Bar.
- The inmate's name, number and facilities address must be included in a return address appearing on the outside of the envelope.
- The word "Confidential" shall appear on the face of the envelope. Omission of this notice of confidentiality will result in processing the letter as regular mail or returned to the inmate if the letter can not, for any reason, be processed as regular mail.

Inmates shall post confidential mail by presenting the 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 shall then deposit the confidential mail in the appropriate depository.



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If prohibited materials are found in the outgoing mail, the prohibited material and the letter may be confiscated or returned to the inmate. Disciplinary action and/or criminal charges may be taken.

Processing "In Forma Pauperis":

Must be submitted through the Unit Correctional Counselor I (CCI) to ensure all documents are mailed to the courts at the same time to prevent separation and comply with the time constraints of the courts for filing. Staff will prepare two (2) envelopes (one larger than the other) and address both envelopes, stamp the larger of the two (2) with postage (the smaller will go inside the larger), place all the completed paperwork except the "In Forma Pauperis" in the smaller envelope and seal the package for legal mail. The CCI will hand carry the entire Packet to the Inmate Trust Office for completion and forward the completed package to the Mailroom.

Inmate Refusal of Mail:

Process of delivering "refused" legal/confidential mail to inmate(s). After refusal of first delivery the second attempt to deliver should be within twenty-four (24) hours of the first attempt.

Upon refusal (second time), "confidential mail" is to be returned to the Mailroom Supervisor, accompanied with a CDC 128B (two(2) copies), indicating the two attempts of the delivery, the date(s), reason(s) for refusal and the name of personnel attempting delivery.

Inspection of Confidential Mail:

All incoming and outgoing confidential mail will be inspected to the fullest extent possible prior to mailing for an inmate or deliver to an inmate. Inspection will not include opening or reading of the contents or correspondence or of enclosures, except as set forth in CCR, Section 3144.

When the prohibited material or misrepresentation of identity indicates a violation of the law or intent to violate the law, the matter will be referred to the appropriate criminal authorities for possible prosecution. If the determination is made not to prosecute, the fact of the referral and the determination made will be reported to the inmate and to the inmate's correspondent. The Director will be informed of the outcome of all referrals to criminal authorities.

If confidential mail is opened in the presence of the inmate and is found to contain prohibited material, the entire contents of the envelope, including the text of the correspondence may be examined. If there is probable cause to believe that a sealed envelope contains contraband, it may either be opened in the presence of the inmate in accordance with institution procedures, or if required, taken to the District Attorney to request a search warrant. If a warrant is obtained, the envelope will be opened in the presence of the District Attorney or a person designated by him/her.

Without regard to results, each case will be taken to the District Attorney and its outcome will be fully documented and a copy sent to the Director. If the contents of the mail are found to be proper, the inmate and the public official will be notified of the action taken.

Enclosures in Confidential Mail:

When inspection of confidential correspondence discloses written or printed enclosures, the enclosures will be treated in the same manner as confidential correspondence. The inmate will not be given the enclosures or be allowed access to the enclosures except as follows:

The inmate may consent to an immediate examination of the enclosures by the staff member issuing the mail. Such examination will be limited to the extent necessary to determine if the enclosure may be admitted safely into the institution under the CCR Sections 3006, 3134, and 3145 or DOM Section 54010.8.1, 54010.13 and 54010.14. The conclusion of the examiner will be written on the enclosure, dated and signed.

If not approved at this level, the inmate will be allowed access to the enclosure only as follows:

The inmate may decline to consent to examination of the enclosure by any staff member. In such cases, the enclosure will be placed in a separate envelope, sealed in the presence of the inmate, annotated with the inmate's name and number and a statement that the envelope contains unexamined enclosures removed from confidential correspondence, date received and the name and address of the sender. The separate envelope will, at the inmates choosing, be returned to the sender with the mailing cost charged to the inmate's trust account, or disposed of pursuant to CCR 3191 (c). The inmate is entitled to





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keep the letter or correspondence and the envelope it came in.

Disturbing or Offensive Correspondence:

Non-Confidential correspondence may be disallowed if the text of such correspondence presents danger or a threat of danger to any person. Individual exceptions to disallowing such correspondence may be made under extremely unusual circumstances with prior approval of the Warden. In all such cases, the reason for withholding or delaying the mail will be fully documented and the disposition of mail noted.

Appeals Concerning Mail:

In accordance with the Inmate Appeal Procedure an inmate may appeal any decision made against him regarding his correspondence. Before the inmate appeals any decision to the Director, he should exhaust all channels of appeal at the institution level.

Correspondents of inmates may appeal departmental rules, regulations or policies relating to mail and correspondence per CCR 3137, (c). Persons other than inmates should address any appeal relating to facility procedures and practices in writing to the Warden where the appeal arises.

The Warden shall provide a written response within fifteen (fifteen (15)) working days. Appeals that are not satisfactorily resolved at this level may be forwarded, in writing, to the Director who shall provide a response within twenty (20) working days.

If the receiver of any mail, confidential or non-confidential, directs a written complaint to administrative staff of the department or institution officials, due consideration will be given to any reasonable remedy sought by the individual. This may include discussion of the complaint with the inmate in an attempt to resolve the matter; reading of all mail, including confidential mail, addressed to the individual(s) and disallowing only that which appears to perpetuate the problem; or disallowing all mail to the individual. Complaints and requests for action which would, if approved, restrict an inmate's correspondence will be fully documented in the inmate's case file. An exception to the prohibition contained in 3145(c) against placing copies of an inmate's personal correspondence in the inmate's case file may be made under the circumstances described in this subsection.

Mail in a Language Other than English:

Correspondence in languages other than English to or from an inmate is subject to the regulations governing all other non-confidential and confidential mail except as follows:

Normal intermittent reading of non-confidential mail may be assigned to any staff member who can read and understand the language. If such staff is not available or if making such staff available will unduly delay the mailing or delivery of the mail, the mail will be processed without being read unless there is reason to believe the mail presents a threat to the security of the institution or the safety of persons. The mere fact that correspondence is not in the English language will not be cause to delay its mailing or delivery.

When there is reasonable cause to believe the mail presents a threat to the security of the institution or the safety of persons, mailing or delivery may be delayed for the minimum time required for staff to make a determination. When such delay is expected to extend beyond five (5) days from the date received at the institution or from the date submitted for mailing by the inmate, the inmate will be promptly notified of the delay, the reason for the delay, and all subsequent determinations and actions regarding that item of mail.

Inmate Manuscripts:

Manuscripts include written, typed, printed articles of fiction, non-fiction, poems, essays, gags, plays, skits, paintings, sketches, drawings or musical compositions created by an inmate. Any manuscripts remain the property of the inmate who created it may be retained in the inmate's possession, except as otherwise described in this policy.

Unauthorized Dangerous Material:

If unauthorized state materials have been used in the creation of a manuscript, the item will be impounded pending disciplinary action or reimbursement by the inmate for the materials.

Personally Owned Law Books and Papers:

Personally owned law books and papers will be limited by the availability of space for personal property in the inmate's quarters. Books and papers in excess of this limitation may be donated to the library, sent home at the inmate's expense or destroyed, whichever the inmate prefers.



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Cost for Mailing of Legal Documents:

For each piece of legal mail requiring the addition of postage, the inmate must sign a Form CDC 193, Trust Account Withdrawal Order. The mailroom will remove the withdrawal order, enter the amount of postage and forward it to the court. The cost of postage for mailing documents to the courts will be charged against an inmate's Trust Account unless the inmate is without funds at the time the material is submitted for mailing and remains without funds for thirty (30) days after the documents are mailed.

Certified and Insured Mail:

An inmate may be allowed use of the Certified Mail service only if proof of requirement is evident or if a real need for this service exists. The proof of requirement can be evidenced in the following manner:

- Court Order for filing or responding to legal action
- Proof of Service for divorce papers
- Unusual circumstances in which the need for this service is clearly existent

It will be the responsibility of the inmate's caseworker to make the determination that this service is necessary, and the inmate meets all the requirements for this service. The caseworker will communicate his/her approval, in writing, to the Mailroom Supervisor. The inmate will be required to pay for this service. The inmate must have funds or the mail will be returned for Non Sufficient Funds (NSF).

Incoming Certified and/or Registered Mail will be logged at the mailroom. The wing officer will have the inmate sign the return receipt card and forward it to the mailroom. Restricted Delivery Mail will be searched in the mailroom unless it is Legal Mail.

To insure a parcel, the inmate must have available funds and submit a Trust Withdrawal Form CDC 193 requesting such service. The parcel will be stamped insured, given a number and notation of the transaction will be made in the insurance book. The inmate must specify the amount of money he wishes the parcel insured for.

Inmates cannot receive Certified, Registered, Return Receipt Requested or Insured Receipts from any other service or individual other than the CTF Mailroom.

The CTF Mailroom will not process Outgoing Mail for U.S. Overnight Express, Federal, Federal

Express or any other type of Express Mail Service and overseas packages. UPS will be used for Hobby Package Mail only.

Trust Account Withdrawal:

All mail is sent out either First class or Priority, no forth class mail. Inmates may use CDC Form 193, Trust Account Withdrawal Order, to send money out of the institution. They will require approval from their counselor or Facility Captain on each CDC Form 193. Certified and Registered Mail will also require counselor's or Captain's approval. The cost of postage for mailing documents to the courts will be charged against an inmate's Trust Account unless the inmate is without funds at the time the material is submitted for mailing and remains without funds for thirty (30) days after the documents were mailed.

Trust Account Withdraws for processing regular mail (postage) will not require prior approval, and will be processed by Mailroom staff. The CDC Form 193 should be attached to the regular mail for postage. NOTE: No special services on regular or legal mail with Non Sufficient Funds (NSF). Example: Certified or Return receipt.

Christmas Cards and/Greeting Cards:

Inmates are permitted to send and/or receive standard Christmas and/or greeting cards. Size Limit is 8 ½" x 11". NOTE: Musical style cards are not accepted and will be returned to send if the musical item cannot be removed without destroying the card.

Photographs:

Inmates may receive photographs by mail. For security reasons, the photographs received from correspondents may not be framed in such a manner that they cannot be adequately searched nor have backings attached to them. Inmates will not be allowed to receive negatives or slides from correspondents. Mail received with these items will be immediately returned to sender by stamping envelope "Unauthorized Mail, Return To Sender". Inmates will be allowed to keep Polaroid photographs taken inside the institution through the authorized programs.

There will be a limit of ten (10) photographs permitted in each envelope received by the inmate (size limit of 8 ½" x 11"). Photo albums are not acceptable by mail or in packages. Albums are available through the canteen.





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Correspondent cannot mail laminated photographs. Photo frames are not authorized when ordering enlargements or copies of photographs, a Trust Withdrawal Order must be submitted for the amount. Use of Postage stamps for payment is not authorized.

All mail is sorted and distributed from the CTF Mailroom, located outside the security area of Facility C and staffed by State employees.

Custody staff will pick up mail for Facility C and Facility A & B at 2:30 PM daily for Facility D between 1:30 & 2:00 PM. Out going inmate and staff mail is picked up, at designated locations at 6:00 & 9:00 AM by mailroom staff.

Mailroom staff picks up outgoing staff mail at designated locations at 11:00 AM. At 2:00 PM the US Postal Service arrives at the mailroom and picks up all outgoing staff and inmate mail.

All incoming US Mail is picked up daily at the US Post Office, Soledad at 7:00 AM. Mail is not distributed on Saturday, Sunday and Holidays.

CTF Mailroom Hours:

Monday through Friday 6:00 AM to 3:00 PM.

Contests:

Per CCR 3134 (d) inmates may not participate in any contest advertised in or sponsored by the media when a financial obligation is involved or when such participation will result in an expense to the facility beyond the routine cost of processing mail. The Warden may individually approve exceptions.

California State Lottery:

Inmates are not allowed to participate in the California State Lottery or possess any type of lottery tickets.

Frank Mail:

Frank mail privilege is given to elected officials, i.e. congressmen and senators. Any use of this privilege by other persons is a federal offense and punishable by a \$300.00 fine and or imprisonment. Any attempts to use this mailing privilege will be documented and mail will be returned for appropriate postage.


Alias:

For logging purpose mail received with an alias must have the name that subject was committed

under to the Department of Corrections. Money Orders without the proper name will not be acceptable.

Wedding Rings:

Wedding rings are not an authorized item that can be sent in first class mail. Wedding rings can only be received if the marriage is performed at CTF and is documented by the Chaplain or retained when transferring in from another institution.

  
M. E. SPEARMAN  
Warden (A)

11-20-12  
Date