

VALLEY STATE PRISON

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Mail Procedure

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TABLE OF CONTENTS

| SECTION | TITLE | PAGE NUMBER |
|---------|--|-------------|
| I | PURPOSE AND OBJECTIVES | 4 |
| II | APPROVAL AND REVIEW | 4 |
| III | RESPONSIBILITY | 4 |
| IV | METHODS | 4-5 |
| IV-A | CORRESPONDENTS-RESPONSIBILITY AND COMPLIANCE | 4-5 |
| IV-B | CORRESPONDENCE BETWEEN INMATES/ PAROLEES/ PROBATIONERS | 5 |
| IV-C | DISTRIBUTING OFFENSIVE CORRESPONDENCE (SEXUALLY EXPLICIT PUBLICATIONS) | 5-6 |
| IV-D | DISAPPROVED CORRESPONDENCE | 6-7 |
| IV-E | CONFIDENTIAL CORRESPONDENCE | 7 |
| IV-F | PERSONS WITH WHOM INMATES MAY CORRESPOND CONFIDENTIALLY | 7-8 |
| IV-G | PROCESSING OF OUTGOING CONFIDENTIAL MAIL IN ACCORDANCE WITH CCR TITLE 15, SECTION 3142 (UNIT STAFF) | 8-9 |
| IV-H | OUTGOING MAIL | 9 |
| IV-I | INCOMING INMATE/STAFF MAIL/FUNDS | 10-12 |
| IV-J | PROCESSING INCOMING CERTIFIED/EXPRESS MAIL | 12-13 |
| IV-K | TIME FRAMES | 13-14 |
| IV-L | PROCESSING/DELIVERY OF CONFIDENTIAL MAIL | 14-15 |
| IV-M | EXAMINATION OF ENCLOSURES/INMATE DECLINES EXAMINATION | 15-16 |
| IV-N | MAILING OF NOTARIZED LEGAL DOCUMENTS | 16 |
| IV-O | MAILROOM SPECIFICATIONS (UNIT STAFF) | 16-18 |
| IV-P | MAILROOM PICK-UP OF OUTGOING MAIL | 18-19 |
| IV-Q | PROCESSING OUTGOING CERTIFIED/EXPRESS MAIL | 19-20 |
| IV-R | ADMINISTRATIVE SEGREGATION/DISCIPLINARY DETENTION | 20 |

Valley State Prison
 OP 54010.01, Mail Procedure
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 By: Business Services Division

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|--------------|--|-------|
| IV-S | POSTAGE FOR INDIGENT INMATES FOR CORRESPONDENCE TO THE COURTS AND OTHER PERSONS, AS REQUIRED | 20 |
| IV-T | WRITING PAPER/ENVELOPES FOR INDIGENT INMATES | 20-21 |
| IV-U | INCOMING/OUTGOING LEGAL MAIL PROCESS (MAILROOM) | 21-22 |
| IV-V | FUNDS ENCLOSED IN CORRESPONDENCE | 22-24 |
| IV-W | PROCESSING INCOMING PACKAGES/SPECIAL PURCHASES | 24-26 |
| IV-X | INSPECTION OF OUTGOING PACKAGES | 26 |
| IV-Y | PUBLICATIONS | 26-28 |
| IV-Z | RESTRICTIONS | 28-32 |
| ATTACHMENT A | TRUST ACCOUNT WITHDRAWAL ORDER, CDC FORM 193 | |
| ATTACHMENT B | NOTIFICATION OF DISAPPROVAL-MAIL/ PACKAGES/ PUBLICATIONS, CDCR FORM 1819 | |
| ATTACHMENT C | CERTIFIED MAIL RECEIPT, PS FORM 3800 AND DOMESTIC RETURN RECEIPT, PS FORM 3811 | |
| ATTACHMENT D | LEGAL CORRESPONDENT LETTER (SOLANO COUNTY) | |
| ATTACHMENT E | LEGAL CORRESPONDENT LETTER (SUPERIOR COURT OF CALIFORNIA) | |
| ATTACHMENT F | MONEY ORDER/PERSONAL CHECK/CASH RECEIPT | |
| ATTACHMENT G | PRE-FORMATTED LETTER/DISALLOWED MAGAZINE | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
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I. PURPOSE AND OBJECTIVES

- A. The purpose of this section is to provide an orderly processing of inmate mail and to give direction to staff, inmates and their correspondents concerning facility mail requirements.
- B. Ensure that Mailroom Operations is in compliance with the California Code of Regulation (CCR) Title 15, Department Operations Manual (DOM), guidelines and institutional policy.
- C. The objective of this procedure is to ensure proper operational criteria is established and followed.

II. APPROVAL AND REVIEW

This is a local Operational Procedure (OP) and requires the Warden's approval. The Associate Warden (AW), Business Services, is responsible for auditing this OP before the required annual revision in April.

III. RESPONSIBILITY

- A. The Warden has the overall responsibility for the operation of this procedure.
- B. The Warden is responsible for the application of this procedure.
- C. The AW, Business Services, is responsible for ensuring adherence to the dictates of this procedure.

IV. METHODS

A. CORRESPONDENTS - RESPONSIBILITY AND COMPLIANCE

- 1. Correspondents are personally responsible for the content of each item of mail they send into or out of a Correctional Facility. Any violation of Federal laws governing United States mail handling and delivery will be referred to postal authorities and to the appropriate criminal authorities. Violations of the law, regulations and policies set forth in this OP may result in the temporary suspension or denial of correspondence between the persons involved.
- 2. Department employees, inmates, and persons corresponding with inmates, must comply with the regulations set forth in CCR Title 15 and this OP. Failure to do so may result in legal or administrative measures against the person or persons involved.

3. Except as set forth in CCR Title 15, Sections 3139, 3140, and 3133(f), there shall be no limitations placed upon the number of persons with whom an inmate may correspond, nor upon the number, location or current status of inmates with whom an inmate may correspond.

B. CORRESPONDENCE BETWEEN INMATES/PAROLEES/PROBATIONERS

All inmates shall be required to obtain written authorization from their assigned Correctional Counselor I (CCI), with final authorization at a level not lower than Central Services Captain/Facility Captain, to correspond with any of the following:

- Inmate under the jurisdiction of any county, state, federal, juvenile, or adult correctional agency
- Persons committed to any county, state, or federal program as a civil addict
- Persons on parole or civil addict outpatient status under the jurisdiction of any county, state, federal, juvenile, or adult correctional agency
- Persons on probation

Inmates may be allowed to correspond with the above, provided they meet the criteria of no known gang affiliation or involvement with a known terrorist or conspiracy organization. In addition, if the correspondence meets the approval criteria above, the inmates may correspond with inmates that are housed locally at VSP with the exception of the Administrative Segregation Unit.

C. DISTRIBUTING OFFENSIVE CORRESPONDENCE (SEXUALLY EXPLICIT PUBLICATIONS)

1. Correspondence containing publications of either a sexually explicit nature or which poses a threat to the safety and security of the institution will either be returned to sender or destroyed.
2. These types of publications are to be presented to the AW, Business Services and reviewed on a case-by-case basis.
3. The Investigative Services Unit must be notified whenever any publication contains articles that have been deemed a threat to the safety and security of the institution.
4. Obscene material as defined in Penal Code (PC) Section 311 shall not be allowed. This includes, but is not limited to, the following:

- a. 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 matter may be obtained.
- b. Bestiality, sadomasochism or an excretory function including urination, defecation or semen.
- c. Portrays frontal nudity of any gender. Prohibited materials include personal photographs, drawings, magazines and/or pictorials. Nudity includes the exposed female breast(s) areola, anus and/or the genitalia of either gender.
- d. Portrays conduct that appears to be non-consensual behavior
- e. Portrays conduct that is or appears to be forceful, threatening, or violent
- f. Portrays conduct where one of the participants is a minor or **appears** to be under 18 years old
- g. Portrays or describes a sexual assault upon a correctional employee (By discretion of the Director of Corrections)

D. DISAPPROVED CORRESPONDENCE

1. Questionable correspondence shall be referred to a staff member at no less than Facility Captain level for determination and appropriate action.
2. Disapproved outgoing mail shall be destroyed. Disapproved incoming mail shall be destroyed unless the inmate authorizes it to be mailed to a designated outside person and authorizes a Trust Account Withdrawal Order, CDC 193 (Attachment A) to pay for the expense of mailing. The inmate shall make these authorizations for outside mailing and postage within 15 days after the Notification of Disapproval-Mail/Packages/Publications, CDCR 1819 (Attachment B).
3. Correspondence and/or publications containing any of the following characteristics shall not knowingly be allowed.
 - a. Threats, blackmail or extortion
 - b. Information which would create a clear and present danger of violence and physical harm to persons in or outside the facilities of the Department
 - c. Concerns plans to escape or assist in an escape

- d. Plots or plans to disrupt the order of the facility or to breach the security of the facility
- e. Contains coded messages
- f. Describes the making of any weapon, explosive, poison, and/or destructive devices
- g. Concerns the sending or receiving of contraband
- h. Inciting murder, arson, riot, or any form of violence or physical harm to any person, any ethnic group, gender, racial, religious, or other group
- i. Plans for activities that violate the law, these regulations or local procedures
- j. Illustrations, explanations and/or descriptions of how to sabotage, disrupt, build, modify or repair computers, communications or electronics
- k. Unsolicited advertisements and material soliciting a response from an inmate
- l. Maps depicting any area within a ten-mile radius of a facility, 12"x15 ½" maximum size allowed

E. CONFIDENTIAL CORRESPONDENCE

- 1. Inmates may correspond confidentially with the persons or staff members as listed in CCR Title 15, Section 3141(c). Confidential correspondence is defined as correspondence that shall not be read by any employee except as prescribed in CCR Title 15, Section 3142.
- 2. Confidential correspondence is a right guaranteed by law. Using confidential correspondence for any personal non-business correspondence, the transmission of contraband items or the smuggling of letters and other communications to be forwarded to persons not listed in CCR Title 15, Section 3141(c), is an abuse of this right and shall be subject to disciplinary action.

F. PERSONS WITH WHOM INMATES MAY CORRESPOND CONFIDENTIALLY

Persons and staff members with whom inmates may correspond confidentially as outlined in CCR Title 15, Section 3141 include:

- 1. All State and Federal elected officials

2. All State and Federal officials appointed by the Governor or the President of the United States
 3. All City, County, State, and Federal officials having responsibility for the inmate's present, prior or anticipated custody, parole or probation supervision
 4. County agencies regarding child custody procedures as clearly identified in the communication
 5. All State and Federal Judges and courts
 6. Any attorney-at-law listed with the State Bar Association
 7. The Director, Chief Deputy Director, Deputy Directors, Assistant Directors, Executive Assistant to the Director and the Inmate Appeals Chief of the Department of Corrections
 8. Legitimate legal service organizations shall include, but are not limited to: The American Civil Liberties Union, all Foreign Consulars, The Prison Law Office, Legal Services for Prisoners with Children, The Young Lawyers Section of the American Bar Association, and the National Association of Criminal Defense Lawyers
- G. PROCESSING OF OUTGOING CONFIDENTIAL MAIL IN ACCORDANCE WITH CCR TITLE 15, SECTION 3142 (UNIT STAFF)
1. The letter must be addressed to a person, official or office listed in CCR Title 15, Section 3141(c).
 2. Each Housing Unit Officer will be responsible for the processing of inmate legal mail. Staff shall not read legal mail.
 3. Inmates requesting to post confidential mail should do so by presenting the mail unsealed to the Housing Unit Officer. In the presence of the inmate, the officer shall remove the contents of the envelope upside-down to prevent inadvertent reading of the materials.
 4. If no prohibited material is discovered, the contents shall be returned to the envelope and in the presence of the officer, sealed by the inmate. The officer shall sign and date the back of the envelope, place a strip of transparent tape over the signature and date, log the article in the Housing Unit Outgoing Confidential Mail Logbook and deposit the confidential mail in a plastic bag in the outgoing mailbag.

5. If prohibited material is found in the confidential mail, the contents (including the letter) may be confiscated or the letter returned to the inmate.
6. If the prohibited material indicates intent to violate the law, the matter may be referred to the appropriate criminal authorities for possible prosecution. Administrative disciplinary action may also be taken.
7. The word "Confidential" must appear on the face of the envelope. Mail received in the Mailroom without this notice of confidentiality shall be processed as regular mail or returned to the sending inmate, if for any reason the mail cannot be processed as regular mail.
8. Inmates shall provide sufficient postage or a fully completed CDC 193 attached to the outside of the document.

H. OUTGOING MAIL

All outgoing mail shall contain a proper address. At Valley State Prison (VSP) there are three Post Office (P.O.) Boxes that inmates may utilize for correspondence. Each P.O. Box has a specific objective and should only be used for that purpose. The three P.O. Boxes are to help streamline the processing of the inmate mail and make the mailroom process a more effective and efficient operation. The following are the P.O. Boxes and what they are used for:

1. P.O. Box 92 - Regular First Class Correspondence; letters, cards, magazines, photos, Newspapers, etc. (Money orders and checks may continue to be sent through this P.O. Box, but will be processed in the manner of regular First Class Mail according to the date of receipt).
2. P.O. Box 94 - Money Orders and checks only (No letters, cards or any other kind of correspondence may be included along with the funds. Envelopes that include additional correspondence will be returned to the sender). The purpose of this P.O. Box is to expedite the processing of the money orders and checks which include Government checks, Business Checks, Vendor Checks, Restitution only, TCL or Family Visits.
3. P.O. Box 96 - Legal and Confidential Mail (Also no non-legal letters or any other kind of correspondence included in envelope.)

For example:

John A. Doe AB-0000

Valley State Prison

P. O. Box 92 or P. O. Box 94 or P. O. Box 96

Housing Unit ____, Cell Number _____

Chowchilla, CA 93610

I. INCOMING INMATE/STAFF MAIL/FUNDS

Every effort will be put forth to identify the recipient of incoming mail. This will include using the Strategic Offender Management System (SOMS) to look up the inmate's name from a legible California Department of Corrections and Rehabilitation (CDCR) number, or looking up an inmate's CDCR number by searching the Inmate Locator using a legible name.

1. No Collect-On-Delivery mail of any kind will be accepted for an inmate.
2. Once the Mailroom staff member returns from the Post Office, staff will begin the following procedure:
 - a. Remove all inmate legal mail for processing
 - b. Remove all Certified/Express and Priority Mail for processing
 - c. Remove post cards and place in appropriate unit mailbag
 - d. Remove all publisher-direct magazines/newspapers and place in appropriate unit mailbag
 - e. Remove all staff mail and place in the appropriate slot
 - f. Prepare all non-confidential inmate mail to be searched
 - g. Mail with postage due will be returned to sender
 - h. Mail that doesn't have housing will be looked up by Mailroom Staff before processing.
3. Mail received containing material downloaded from the Internet (i.e., E-mail) will be authorized. This will be treated and processed as regular mail.
4. Mail containing contraband will be held at the VSP Mailroom pending disposition. A copy of the CDCR 1819 will be sent to the inmate along with the approved contents of the mail. The inmate will have 15 calendar days after notification of disapproval has been forwarded, to let staff know the choice of disposal, otherwise material will be destroyed.

CCIs shall not be required to process/distribute any inmate intra-institutional mail pertaining to trust accounts, Hobby Craft forms, other staff responses to Inmate Request for Interviews, documents from Canteen, the inmates copies or responses to

Inmate/Parolee Appeal, CDCR 602, and inmate copies of medical CDCR 128C, Chrono - Medical, Psychological, or Dental.

The above copies or forms will be sent directly to the inmate/parolee via the intra-institutional mail system. The only exception to this is documents that contain confidential information.

5. All money orders received in the mail will be processed as follows:
 - a. A Stamp/Receipt will be affixed to the envelope the funds arrived in, or on another envelope if the envelope the funds arrived in is disapproved for entrance into the institution.
 - b. The envelope and Check/Money Order will be given to the Inmate Funds Mailroom Assistant who will remove the Check/Money Order from the envelope and process the funds on the Computerized Check/Money Order Program.
 - c. The amount of the check or money order will be written on the appropriate place on the Stamp/Receipt and the Inmate Funds Mailroom Assistant will place his or her initials next to the amount. Also, a date stamp will be placed near the Stamp/Receipt that represents when the funds were processed through the Mailroom.
 - d. The envelope with the Stamp/Receipt affixed will then be sent to the inmate via institutional mail.
 - e. At the end of the working period, all funds processed will be sent to Accounting the day received. Any funds not fully processed at the end of the day will be stored in the Mailroom Safe by the Mailroom Supervisor or Inmate Funds Mailroom Assistant until they are processed the next working day.
 - f. The following information must be completed and included in the Mailroom Funds Log (Report of Inmate Trust Fund Collections), which replaces the Mailroom receipts, to ensure inmate trust accounts are posted in a timely manner:
 1. Inmate's CDCR number and name (once verified)
 2. Senders name

(Note: If any of the above information on checks/money orders is incorrect or missing, the checks/money orders must be returned to sender at the inmate's expense. Corrections may not be made by Mailroom staff or inmates.)

3. Dollar amount to be deposited
4. Indicate whether check or money order
5. Two copies of the checks/money orders will be made. The Accounting Office gets the original checks/money orders a copy of checks/money orders and the Mailroom Funds Log. The Mailroom retains one copy of the checks/money orders, and the Mailroom Funds Log.
6. A calculator tape must be provided to the Accounting Office for the checks/money orders. The log will provide a second calculation as a last verification.
7. The money orders/checks, one copy of the money order/checks, and Mailroom Funds Log will be taken to the Accounting Office.
8. Upon processing the money orders to Accounting, the envelope will be affixed with the Stamp/Receipt and forwarded to the inmate.

J. PROCESSING INCOMING CERTIFIED/EXPRESS MAIL

1. Mailroom staff will sign upon receiving Certified/Express Mail at the Post Office.
2. Certified Mail for inmates no longer at VSP will be relabeled with current address and forwarded via First Class Mail, as per CCR Title 15, Section 3133(f).
3. If identified as legal mail, the mail will also be processed as per Section "L" of this procedure.
4. Inmate's name, number, and housing are verified for accuracy by checking the SOMS.
5. Non-confidential mail will be processed as regular mail.
6. All incoming Certified and Express Mail will be logged on the Mailroom log sheets. For example: The inmates name and CDCR number, the name and address of the sender, tracking number and the accepting staff members name and signature. If addressed to staff, it will be logged into the Mailroom Log Book.
7. The Mailroom will maintain a Daily Certified/Express Mail Log Sheet for each Facility's incoming Certified/Express mail. The Certified/Express Log Sheet along with the opened (unless deemed legal) Certified/Express mail will be delivered to each Facility Program Office and signed for by the Facility Sergeant, or designee, who will sign the Mailroom's Log Sheet and re-log all Certified/Express mail in the

Facility's legal logbook. Each Facility Sergeant or designee is responsible to ensure the inmate receives the Certified/Express mail. The inmate must sign the Facility Logbook before taking possession of the Certified/Express mail.

8. The Mailroom will not accept Express mail delivered by courier for inmates who are no longer at VSP. Legal mail will be accepted and forwarded to the inmate per CCR Title 15, Section 3133(f).

K. TIME FRAMES

1. Incoming inmate mail will normally be processed according to the following time frames:
 - a. First Class: Will be issued to the inmate as soon as possible, but no later than seven calendar days from receipt of the mail from the Post Office.
 - b. Second Class: Within three to four days, but no later than seven calendar days, except weekends and holidays.
 - c. Third Class: Within three to four days, but no later than seven calendar days, except weekends and holidays.
 - d. Fourth Class: Within three to four days, but no later than seven calendar days, except weekends and holidays.
 - e. Legal/Certified: Daily, except Saturday/Sunday and holidays.
 - f. Outgoing Mail: Processed Monday through Friday, except holidays.
2. The Third Watch Housing Officers will pick up the Housing Mailbag at the program offices when reporting for duty.
3. Mail for inmates no longer at VSP will be forwarded per CCR Title 15, Section 3133(f).

Inmates are responsible for notifying correspondents and publishers of any change of address, either within the institution or upon transfer to another institution. In the event mail is received after an inmate is transferred, Mailroom staff will make a reasonable effort to locate a transferred inmate through departmental tracking systems.

First class mail will continue to be forwarded as long as the addressee remains under the jurisdiction of CDCR. Mail for inmates who have discharged from the institution will be returned to sender, as "addressee unknown."

Less than first class mail will not be forwarded after 60 days from the date of the inmate's transfer or release. Newspapers will not be forwarded. Unforwarded periodicals

and newspapers may be made available to the general inmate population once the addressee's name is removed/redacted or donated to the institutional Recycling Program. Personal inmate/parolee mail is to be forwarded directly to the parolee's assigned parole unit. Do not forward personal inmate/parolee mail to Case Records North, Case Records South or Parole Region Headquarters Offices. Staff must identify and forward mail directly to the specific parole units. Mail that is received and the inmate's location cannot be determined will be returned to sender.

4. Temporary absence:

- a. Mail shall be held by the Mailroom for an inmate who is temporarily away from his regular housing quarters, when the inmate's return is anticipated within one week (i.e., Family Visiting, short-term medical, etc.).
- b. If an inmate is out-to-medical, the mail shall be forwarded by notifying the Watch Commander who will then ensure the mail is properly delivered to the inmate while at the hospital.
- c. If an inmate is out-to-court for five days or longer, the mail shall be forwarded to the respective county jail.

L. PROCESSING/DELIVERY OF CONFIDENTIAL MAIL

1. Processing incoming confidential mail will be in accordance with CCR Title 15, Section 3143.
2. Any person, who examines the content of mail under the authority of this section or in connection with an appeal by an inmate or of a ruling under this section, must keep the content of the material, which was examined in strict confidence, and make no reference to any documentation which may be entered in the inmate's case file.
3. Incoming letters bearing the name or title and a return address of persons and the office persons listed in Section "F" of this procedure will be processed as confidential correspondence.
4. Inmates shall sign for all Legal Mail at the time of delivery. This shall be accomplished by use of a facility legal mail logbook.
5. The Mailroom will maintain a legal mail logbook for each facility's incoming legal mail. The legal logbook along with the Legal Mail will be delivered to each Facility Program Office and signed for by the Facility Sgt., or designee, who will sign the Mailroom's logbook and re-log all legal mail in the facility's legal logbook. Each Facility Sgt. or designee, is responsible to ensure the inmate receives the legal mail. The inmate must sign the facility logbook before taking possession of the legal mail.

6. The Facility Sgt. Third Watch, or designee, shall open the letter in the presence of the addressed inmate at a convenient time and place. The staff member will not read the enclosed material. (The pages may be searched upside-down to ensure that the contents are not read.) The pages may be removed by the staff person and shaken to ensure the absence of prohibited material. Items that may be sent from an attorney to an inmate as confidential include all written material within the letter or package. Items such as newspaper clippings, law review articles, legal documents, and attorney letters are confidential and may not be read by staff delivering the mail.
7. If an inmate refuses to take possession of legal mail, it is logged in as "Returned to Sender", stating on the envelope that the inmate has refused to take possession. The officer will submit a CDCR 128B informational chrono indicating that the inmate refused to take possession of the legal mail and include the return address of the mail in question.
8. The officer will route the chrono through the normal distribution. A copy of the chrono will be affixed to the legal mail and returned to the Mailroom. The mail shall be immediately returned to sender showing, "Refused by Addressee, Return to Sender" stamped on the envelope.

M. EXAMINATION OF ENCLOSURES/INMATE DECLINES EXAMINATION

1. Per CCR Title 15, Section 3145(a), the inmate may consent to an immediate examination of the enclosure by the staff issuing the mail.
2. The examination shall be limited to the extent necessary to determine if the enclosure may be safely admitted into the facility under the standards of PC, Section 2601. The conclusion of the examiner shall be written on the enclosure, admitted into the facility and given to the inmate.
3. If in the examiner's opinion, the enclosure does not meet the standards of PC, Section 2601 and cannot be safely admitted into the facility, it shall be referred to the facility staff at no less than Facility Captain level for final determination. If released to the inmate at this level, the inmate shall be allowed access to the enclosure as per CCR Title 15, Section 3145(b).
4. Per CCR Title 15, Section 3145(b), the inmate may decline to consent to examination of enclosures in confidential mail by any staff. When this occurs, the enclosure shall be immediately placed in a separate envelope and the envelope shall be sealed in the presence of the inmate. The outside of the envelope shall be annotated with the inmate's name and identification number, a notice that the content consists of unexamined confidential correspondence, the date the correspondence was received, and the name and address of the sender. The envelope will then be placed in the inmate's non-issued personal property or will be stored in another place designated by the facility.

5. The inmate will be allowed the maximum possible access to that material for review and examination in a new place or manner that will prevent the material from being read by other inmates or staff.

N. MAILING OF NOTARIZED LEGAL DOCUMENTS

1. Requests for notarization shall be submitted to the Correctional Counselor II (CCII), who shall verify the inmate's identity to the Notary.
2. The CCII will witness the notarization and ensure that a copy of the approved request for notary is placed into the inmate's Central File.
3. Notarization of legal documents is not normally required by the courts and shall not be provided as a free service to any inmate. Inmates shall pay the established notary fee for such service by submitting an Inmate Trust Account Withdrawal for the cost of the notary fee.

O. MAILROOM SPECIFICATIONS (UNIT STAFF)

1. Incoming mail will be processed by Third Watch Housing Unit staff in the following manner:
 - a. Incoming mail will be distributed to the inmates.
 - b. Inmates that are no longer assigned to the Housing Unit will be located using the institution SOMS. The correct housing will be placed on the front of the mail and will be rubber banded together according to facilities and housing units.
 - c. The Facility Search & Escort (S&E) will pick up all rerouted mail from each housing unit and deliver it to the appropriate housing unit. Mail that is rerouted to other facilities will be delivered to the respective Facility Sgt.'s Office. The Facility Sgt. will ensure the rerouted mail is delivered to the appropriate housing unit to be delivered to the inmate the same day it is rerouted to the facility.
 - d. In the event that a money order is found in inmate mail, the money order will be placed in the money order box located in Central Control. The inmate will receive a receipt for the money order and the money order and duplicate receipt will be logged in the money order logbook located in Central Control. The Mailroom Staff will pick up the money and receipt the next morning and deliver it to the Mailroom for processing.
 - e. Before any mail is returned to the Mailroom as re-route mail, it will be given to the First Watch Facility Housing Officer of the respective housing unit to ensure that the

inmate's location is looked up in the institution's SOMS. Only after using the SOMS to determine that the inmate is no longer at VSP, shall the mail be returned to the Mailroom. The mail that is to be returned to the Mailroom will be taken to Central Control by the C/D and A/B inside Patrol Officer and placed with the mailbags in the Central Control Sallyport.

2. Outgoing mail will be processed by First Watch Housing Unit staff in the following manner:
 - a. Outgoing mail will be searched and inspected
 - b. Envelopes will be sealed
 - c. The face of each envelope is to be hand-stamped with the stamp identifying it as mail coming from a STATE PRISON
 - d. Envelopes will be banded together using rubber bands according to envelope size
 - e. Envelopes will be banded together with stamps facing the same direction, in the same corner
 - f. Metered envelopes for indigent inmates will be banded together separately
 - g. Confidential/Legal mail will be clearly marked on the face of the envelope "Confidential" or "Legal" mail, banded together separately and placed in a plastic bag for easy identification.
 - h. Inter-institutional mail will be banded together separately
 - i. Mail will be placed in the mailbag and the bag will be closed
3. Reading of Mail/Non-English Language Mail
 - a. All non-confidential inmate mail, incoming or outgoing, is subject to being read by designated staff. This reading of mail shall be for cause only. Cause may include, but not be limited to, the belief by staff that the mail poses a danger to a person(s), the public or seriously threatens the security of the facility.
 - b. Correspondence in a language other than English to or from an inmate is subject to regulations governing all other non-confidential and confidential mail, except when there is reasonable cause to believe the mail presents a threat to the security of the facility or the safety of persons.

- c. Mailing or delivery may be delayed to allow for staff translation of the correspondence
 - d. When such delay exceeds 48 hours from the date received at the facility or from the date submitted for mailing by the inmate, the inmate shall be promptly notified in writing of the delay, the reason for the delay and all subsequent determinations and actions regarding that item of mail.
4. Inmate Manuscripts.
- a. Manuscripts include written, typed, or printed articles of fiction and nonfiction, poems, essays, gags, plays, skits, paintings, sketches, drawings, or musical compositions created by an inmate.
 - b. Any manuscript remains the property of the inmate who created it and may be retained in the inmate's possession.
 - c. If unauthorized State materials have been used in the creation of a manuscript, the item may be impounded pending disciplinary action and reimbursement by the inmate for any unauthorized State material used.
 - d. Incoming and outgoing manuscripts shall be processed as regular mail in accordance with the provisions of this section.

P. MAILROOM PICK-UP OF OUTGOING MAIL

1. The First Watch Housing Officer will process the outgoing inmate mail. The officer will collect all outgoing mail from the unit mailbox and inspect for contraband and proper return address. The officer will seal the envelope using a sponge-tipped moisturizer and initial on the flap. Mail should be bundled/banded per Mailroom specifications (Section IV-O (2)) and shall be processed and placed in the unit security mailbag by 0530 hours.
2. The First Watch Facility S&E will collect the mailbags from the individual buildings. The mailbags will be taken to the Central Control Sallyport prior to the end of the shift.
3. The Mailroom staff member will pick up outgoing inmate mail Monday through Friday at the Central Control Sallyport. It will be the responsibility of the Facility Sgt./Lieutenant (Lt.) to ensure outgoing inmate mail is delivered to the Central Control Sallyport.
4. Once in the Mailroom, staff will begin the following:
 - a. Identify inmate legal/confidential mail to be logged before mailing

- b. Separate postage mail and place in mail trays per postal specifications
- c. Separate inmate indigent envelopes and staff mail to be metered
- d. Identify inmate/staff requests for Certified/Express Mail to be processed and logged
- e. Separate inter-institutional and staff/inmate mail
- f. Separate rerouted mail for inmates no longer at VSP
- g. Mail will be forwarded as per CCR Title 15, Section 3133(f)

Q. PROCESSING OUTGOING CERTIFIED/EXPRESS MAIL

1. Inmates.

- a. The inmate will fill out a CDC 193, leaving the amount to be charged blank.
- b. The inmate will address the CDC 193 "Postage Certified".
- c. The CDC 193 will be affixed to the item(s) being mailed and clearly visible to staff.
- d. The Mailroom staff will ensure there is sufficient funding available; complete the CDC 193, by entering the appropriate amount charged and send the original CDC 193, to the Trust Office for processing.

2. Staff.

Staff requesting Certified Mail will complete a Certified Mail Receipt, Postal Service Form 3800 and Domestic Return Receipt, Postal Service Form 3811 (Attachment C), leaving the postage fee area blank. Mailroom staff will weigh the mail/package and place the total costs in the appropriate areas.

R. ADMINISTRATIVE SEGREGATION/DISCIPLINARY DETENTION

- 1. Inmates assigned to Administrative Segregation Unit (ASU), including special segregated housing, shall not be restricted in their sending and receiving of personal mail.
- 2. Incoming packages may be limited in number and content to that property permitted in the segregated unit to which an inmate is assigned.
- 3. Inmates confined in ASU for any reason shall not be limited in their access to the courts.

4. The sending and receiving of First Class Mail shall not be restricted while an inmate is undergoing disciplinary detention. Delivery or issue of packages, publications, and newspapers may be withheld during disciplinary detention.
5. Inmates confined in disciplinary detention shall not be limited in their access to the courts. Legal resources may be limited to pencil and paper, which shall be provided upon request for correspondence with an attorney or preparation of legal documents for the courts.

S. POSTAGE FOR INDIGENT INMATES FOR CORRESPONDENCE TO THE COURTS AND OTHER PERSONS, AS REQUIRED.

1. Postage shall be provided to indigent inmates, as defined below, for correspondence to the courts or the parties and other persons required to be served in litigation per applicable court rules. These parties may include the Attorney General's Office, the inmate's attorney(s), person named as Defendant in the lawsuit, and the Director's Office.
2. For purposes of mailing correspondence to the courts or other parties to the litigation, the "Indigent Inmate" means one who is without funds at the time the material is submitted for mailing and remains without funds for 30 days after the documents are mailed.

T. WRITING PAPER/ENVELOPES FOR INDIGENT INMATES

1. Accounting will validate the list of indigent inmates and send a copy to the Mailroom Supervisor.
2. Approved inmates will receive monthly, via regular mail delivery, the following items:
 - a. Twenty metered envelopes.
 - b. Forty sheets of paper.
3. Mailroom staff and housing unit staff will be responsible to monitor inmate movement at VSP to ensure the inmates listed receive their stationery supplies.
4. The Mailroom will not forward indigent supplies for inmates that have transferred or paroled from VSP.

U. INCOMING/OUTGOING LEGAL MAIL PROCESS (MAILROOM)

1. Incoming and outgoing legal mail will be processed by the Legal Mail Mailroom Assistant on the computerized Legal Mail program.
2. Incoming Legal Mail:

- a. Verify the inmate's name, number, and housing to ensure accurate delivery.
 - b. When name and number of the addressee do not match, verify through SOMS for correct name, number or name change, and then forward or return to sender.
 - c. Date received is recorded.
 - d. Log name and title of sender.
 - e. A report from the computerized Legal Mail program that identifying inmates with legal mail will be delivered to the Program Sgt. or designee, who will sign the legal mail report upon receipt of the Legal Mail. The staff member receiving the legal mail will log the legal mail into their Facility Legal Mail logbook and distribute the mail to inmates.
 - f. Legal mail for inmates no longer at VSP will be forwarded to the transfer Facility, Administrative Office or agency to which the inmate's custody has been relinquished as per CCR Title 15, Section 3133(f). The mail will be logged in Legal Mail Program and a Letter to Correspondent (Attachment D) will be sent to sender for notification of forwarding.
 - g. When the inmate is temporarily away from the prison facility (due to illness or a court hearing) and return to the facility is anticipated within one week, the legal mail will be held in the VSP Mailroom until their return. If the inmate has not returned within one week, the mail will be forwarded to their current location.
 - g. Legal mail will be promptly returned to court when the inmate has been discharged from CDCR jurisdiction, refused receipt or inmate's name and number do not correspond. The mail will be accompanied with a Letter to Correspondent (Attachment E) explaining reason for return.
3. Outgoing Legal Mail:
- a. Verify inmate's name and number.
 - b. Staff will remove contents of the envelope and inspect it upside down to prevent inadvertent reading of the materials. If no prohibited material is discovered, the contents shall be returned to the envelope and in the presence of the officer, sealed by the inmate. The officer shall sign and date the back of the envelope and place a strip of transparent tape over the signature and date.
 - c. Log date mailed out.

- d. Log name and title of addressee.
- e. The mail will be placed in the outgoing mail tray and delivered to the Post Office.

V. FUNDS ENCLOSED IN CORRESPONDENCE

1. Funds are received from P.O. Box 92 and P.O. Box 94. (Note: P.O. Box 94 has been set up exclusively for money orders and checks. Funds from P.O. Box 92 will have to be separated from the general First Class Mail).
2. Funds received in the Mailroom shall be set aside for processing by the Inmate Funds Mailroom Assistant on the computerized Check/Money Order Program.
3. The Inmate Funds Mailroom Assistant will ensure the money order/check contains the inmate's name and CDCR number, and will verify the inmate is at VSP.
4. Funds may be mailed to an inmate in the form of:
 - a. Money order
 - b. Certified check
 - c. Personal check
 - d. Funds not in the form of Certified checks will be held for 30 days from date of deposit into the Inmate Trust Account and must have cleared the bank upon which they were drawn.
5. The check or money order shall be made payable to CDCR. The inmate's last name and departmental identification number (CDCR number) shall be placed in the upper right-hand corner of the legal tender.
6. The following restrictions shall apply:
 - a. Currency shall not be accepted for an inmate. If received in the mail, Mailroom staff will notify the inmate that the cash was received and will be returned to the sender by using form CDCR 1819. The cash, a copy of the envelope, and a copy of CDCR 1819 shall be turned over to the Accounting Cashier to be deposited into the Support Uncleared Collections Account #158. A return check will be issued to the sender by the Regional Accounting Office (RAO) for the cash received. If the check is returned by the United States Postal Service (USPS) or if the sender cannot be identified, the RAO will remit the money to CDCR's Escheat Revenue Account.

- b. Funds from other inmates/ex-inmates shall be from approved correspondents who are members of the same family, or the parent of the inmate's children.
7. Receipts to the inmates representing funds received in the Mailroom consist of a large stamp affixed to the envelope that the funds have arrived. The Stamp/Receipt states the items contained or enclosed in the envelope.
8. The Inmate Funds Mailroom Assistant will process the checks or money orders per instructions stated in Section I, 5(g) (5).
9. The Stamp/Receipt will be placed in the envelope that the funds arrived in and delivered to the inmate via regular mail delivery procedures.
10. The Mailroom will not process the following types of money orders/checks.
 - a. Previously endorsed
 - b. Defaced, altered, or torn
 - c. Blank/not addressed to anyone
 - d. Erased and/or changed payee
 - e. Addressed to someone other than the inmate
 - f. Addressed to more than one person
 - g. No return address on personal checks/money orders.
 - h. Inmate is no longer at VSP

Money order etc. that fit the criteria of a through h above will be returned using the CDCR 1819.

2. Checks that require prior endorsement by the inmate will not be processed in the Mailroom. The funds will be sent to Accounting for verification and then, if verified, will be sent to the inmate via their CCI for the inmate's endorsement. The counselor will then have the inmate endorse the check and return it to Accounting for processing.
3. Checks that require special processing by Accounting such as transfer checks, refund checks, welfare checks, etc., will not be receipted. The checks will be logged and the envelope, along with the contents, will be delivered to Accounting in its entirety.

4. When funds are discovered by an inmate in his mail, the following procedure will be implemented:
 - a. Staff will give the funds and envelope they received the funds in to their respective Facility Sgt. The inmate may retain all other non-contraband items that are enclosed. (For example: letters, stamps, etc.)
 - b. The Facility Sgt. will fill out a "Money Order/Personal Check/Cash Receipt" VSP Form 203, (Attachment F) in duplicate. The original will be given to the inmate, duplicate copy attached to the envelope containing the funds.
 - c. The Facility Sgt. will take the funds to the Central Control Sallyport, secure the funds in the designated lock box and sign the Currency Receipt Log, which is located in Central Control.
 - d. The Mailroom Supervisor/Mailroom staff member will remove the funds on a daily basis, sign the Currency Receipt Log and return the funds to the Mailroom for processing.
 - e. The First Watch Control Sgt. will send to the Mail/Visiting Lt. all currency Receipt Logs by institutional mail at the end of each month.

W. PROCESSING INCOMING PACKAGES/SPECIAL PURCHASES

1. No C.O.D. package of any kind will be accepted for an inmate.
2. All packages addressed to an inmate shall be opened in the presence of the inmate. Inspection of the contents of the packages is to verify and record the receipt of authorized personal property and to prevent the introduction of material, substance or property that the inmate is not authorized to possess within the facility.
3. The inmate's work/training group determines the number of allowable packages for an inmate per year.
4. Vendor Direct Quarterly Packages and Special Purchase Package will be delivered by United Parcel Service (UPS) or Common Courier, Monday through Friday. UPS will deliver directly to the Warehouse. The Mailroom will deliver directly to Receiving and Release (R&R). Special purchase packages will also be picked up at the Chowchilla Post Office, Monday through Friday at approximately 1000 hours by a Mailroom staff member who will deliver the packages to R&R.
5. Mailroom staff will examine all packages before accepting. All boxes that meet the institutional standards (see below) will be listed in the Mailroom's Incoming Log Book, listing the inmate's name, number, the date the package was received from the Post

Office or UPS and date the package was delivered to R&R. The assigned R&R Sgt. or R&R Property Officer will sign the receipt book for all packages received in R&R.

All boxes that do not meet standards or the inmate has paroled or discharged will be refused at the Post Office/UPS and returned to sender. A CDCR 1819 listing the inmate's name, number and reason for return shall be completed by Mailroom staff on all returned packages. The Mailroom staff member will also place a pre-printed label on the returned box that stated why the item was refused. A copy of the CDCR 1819 will be sent to the Inmate and the Sender.

6. Quarterly packages will meet the following standards:
 - a. Will not weigh more than 30 pounds
 - b. Will not be larger than 12" x 22" x 27"
 - c. Will be sealed and unopened
 - d. Labels will have the inmate's address, CDCR number, and the sender's return address
7. Parole Boxes will be listed in the Quarterly Package Book. Parole Boxes will be marked on the outside in large letters, "PAROLE" or "PAROLE BOX".
8. Special purchases must meet the following requirements:
 - a. Must be sent directly from vendor only
 - b. Must arrive with a preprinted commercial-type return address label or stamp from vendor
 - c. Must be sealed and unopened
9. All boxes, quarterly packages, special purchases and Parole Boxes will be delivered to R&R. All boxes from UPS will be handled in the same manner.

X. INSPECTION OF OUTGOING PACKAGES

1. All outgoing packages will undergo inspection by appropriate R&R staff before the package is sealed and mailed.
2. Staff will pack, seal, label and log the package before delivering inmate packages to the Mailroom.
3. Packages will be mailed by the USPS unless otherwise specified by the inmate or staff.

Y. PUBLICATIONS

1. Inmates may subscribe to the following, provided the subscription is paid for in advance.
 - a. Newspapers, directly from vendor
 - b. Periodicals, directly from vendor
 - c. Books directly from the publisher/vendor. No hardback books will be issued to inmates. If hardback books are received, the inmate will be allowed to determine whether he/she will accept books with cover removed or how they will have book disposed of per CCR Title 15, Section 3191. If the inmate chooses to have the cover removed, staff will remove the cover in the presence of the inmates after searching it to make sure that it does not violate any Department policy.
 - d. Material bound together with spiral plastic binding is authorized and will be allowed on items received through the Mailroom. No metal spiral binding of any kind will be allowed. If an item is received with metal spiral binding, the inmate will be notified through the CDCR 1819 process informing him that he may receive the item if the inmate authorizes the Mailroom to remove the metal spiral binding before the inmate receives them.
 - e. Legal materials
2. The Warden may approve inmates receiving new and used books and periodicals from sources other than the publisher or vendor. Approved publications received from correspondents, donors, etc., shall be very closely inspected and shall be excluded only for the reasons stated in CCR Title 15, Section 3136.
3. Exclusions:
 - a. Publications received through the USPS which contains subject matter and/or characteristics as defined in Sections "C" and "D" of this procedure, may be excluded.
 - b. Publications that are to be excluded shall be referred to a staff member at no less than Facility Captain's level for authorization.
 - c. Disapproved outgoing mail shall be destroyed. Disapproved incoming mail shall be destroyed unless the inmate authorized it to be mailed to a designated outside person and authorizes a CDC 193 to pay for the expense of mailing. The inmate will be given 15 days to respond as to the disposition of the disapproved mail.

- d. The inmate shall make these authorizations for outside mailing and postage within 15 calendar days after the CDCR 1819 is forwarded to the inmate.
- e. Upon exclusion of any material, the CDCR 1819 shall be used. A copy of the CDCR 1819 will be distributed to the inmate, and a copy shall be retained in the Mailroom.
- f. Notification to publishers of disapproved materials: It is the policy of the CDCR that all institutions must provide notice to a publisher by letter when materials that they mailed were censored from a prison. A letter shall be sent to the publisher when an inmate (or inmates) is denied the receipt of a book, magazine, or publication. The letter shall be sent within 15 calendar days of denial. See pre-formatted letter (Attachment G) for use. The letter shall, as a minimum, include:
 1. The names and CDCR numbers of inmate(s) denied materials. If more than one inmate is denied the same book, magazine, newspaper, or other publication, the institution only needs to send one letter of notification to the publisher. The letter must include the names and CDCR numbers of all of the inmates who were the intended recipients of the publication.
 2. The reason why the material was banned
 3. The applicable CCR Title 15 Section that is in violation
 4. Notice to the publisher that it has the right to appeal this decision per the CCR, Title 15, Section 3137(c)

Z. RESTRICTIONS

1. Mail Restrictions

- a. The Mailroom will review and exclude any material that contains inflammatory, racist, and/or other objectionable issues. Should any questions arise regarding this material, the Mailroom staff will contact the Correctional Business Manager I, via the Mail Room Supervisor. When an unacceptable mail/package is returned to sender, the inmate will be notified per CDCR 1819. Exception: If letter/package has no name or CDCR number, it will be returned to sender with a pre-printed label explaining why it is being returned. A CDCR 1819 will not be sent to inmate, as there would be no name/CDCR number.
- b. Any incoming mail that contains internet-generated information consistent with current CCR Title 15, and institutional guidelines concerning inmate mail will be allowed.

2. Censoring Inmate Mail

- a. Any magazine, book, newspaper, periodical or publication which contains material that would create a clear and present danger to persons in or outside the facilities of the Department, shall not knowingly be allowed. This includes any document which describes the making of the following:
 1. Weapons
 2. Explosives
 3. Poison
 4. Destructive devices
 - b. Any questionable material having an impact on the above areas will immediately be hand carried by Mailroom staff to the Mail Room Supervisor and Associate Warden Business Services for immediate review. Any action to “ban” mail shall be approved by the Associate Warden Business Services.
3. Contests
- a. Inmates shall not participate in any contest advertised or sponsored by the media when a financial obligation is involved or when such participation will result in an expense to the institution beyond the cost of processing mail.
 - b. If any lottery tickets, sweepstakes tickets, or any instrument used in a game of chance etc., are discovered in incoming mail, the inmate will receive allowed contents along with a Notification of Disapproval-Mail/Packages/Publications, CDCR Form 1819 (Attachment B) stating what the disallowed contents are:

“Inmates are not permitted to receive or possess any instrument used in a game of chance. (For example: State lottery tickets, sweepstakes tickets, etc.) Please remove the unauthorized item(s) from this envelope and feel free to send the letter to the addressee. Thank you for your cooperation.”
4. Authorized Stationary Via R&R/Mailroom
- a. In an effort to facilitate inmate written communication with family and others of positive influence, stationary supplies will be allowed through the quarterly package system which is carried out through R&R and through regular First-Class Mail. The First-Class mail shall not exceed the thirteen (13) oz. weight limit, and Standard mail shall not exceed sixteen (16) oz weight limit. These items; 2 clear pens black or blue ink only, envelopes (standard or legal size), writing paper (blank or lined), cardstock (white only), graph paper (white only) and blank greeting cards with plain white or

colored envelopes will be allowed through the Mailroom. Colored paper and pencils will only be allowed through R&R in quarterly packages. Stationary supplies may still be purchased through the canteen services.

- b. Postage stamps will be allowed through R&R in quarterly packages and the Mailroom. The Mailroom will allow up to 40 stamps in an envelope.
 - c. These items may be mailed in by regular mail in an unpadded, manila envelope not to exceed 12" x 15 ½" in size.
 - d. Inmates may receive by mail, photographs without attached backings in quantities as limited by the weight restriction above, also found in DOM 54010.4 and Title 15 3134(a)(11). The following list of items cannot be received:
 1. Photographs framed in such a manner that they cannot be adequately searched
 2. Polaroid photographs
 3. Negatives
 4. Slides
 5. Photo albums (received in quarterly packages only)
 - e. Photographs taken inside the facility through authorized programs shall be permitted from one inmate to another through authorized correspondence.
5. Unauthorized Items via Regular Mail
- a. Gang related material
 - b. Medical/health supplies
 - c. Laminated items
 - d. Stickers (except return address labels on incoming mail and stamps)
 - e. Unauthorized photographs depicting the following:
 1. Gangs, gang signs/affiliations
 2. Weapons
 3. Drugs

4. Fighting techniques
5. Unlawful activities
6. Sexually explicit or showing any frontal nudity of either gender
- f. Items of clothing and food
- g. Identification cards, credit cards, bankcards, phone cards, etc.
- h. 10" x 12" maximum size allowed (pictures, posters, cards, pamphlets, and maps)
- i. Tattoo patterns/gang logos
- j. Hard plastic, metal, or wood items. Exception: plastic spiral binding will be allowed.
- k. Glued-on items/glitter, stickers, pencils, string, cloth, or lace
- l. Padded envelopes
- m. Jewelry, religious medals, and art supplies
- n. Item(s) unable to be searched without destroying
- o. Item(s) that jeopardize the safety and security of the institution
- p. Musical cards, videotapes, CD's and cassette tapes
- q. Any correspondence deemed circumvention of mail procedures. Correspondents may not assist in circumventing the institutional regulations.
- r. Letters that are forwarded from one inmate to another by a correspondent will be returned to the sender.
- s. Staff who discovers mail containing unknown substances (Example: suspected narcotics, powder, liquid/dry substances, or solid form) will immediately notify the Mailroom Supervisor/Outside Patrol (OP) Sgt. who will notify the Visiting Lt. or Watch Commander. The staff member will maintain possession of the item and will be escorted into the Watch Office to secure the item in an evidence locker. Upon securing the item the staff member will provide the OP Sgt./Mail Room Supervisor with a report of his/her findings.
- t. Human or animal hairs, substances, fake nails, body fluids, etc.

6. Appeals Relating to Mail and Correspondence

- a. Inmates and their correspondents may appeal Departmental rules, regulations, policies, and the application of it, relating to mail and correspondence.
- b. Persons other than inmates should address any appeal relating to Departmental policy and/or regulations to the Director.
- c. Appeals relating to facility practices should be addressed, in writing, to the Warden of the facility where the appealed action occurred.

7. Disposition of Undelivered Mail

Incoming mail disallowed by Mailroom staff, or administrative staff, under the provisions of this section or disallowed pursuant to an appeal, shall be disposed of in the following manner:

- a. Returned to sender
- b. Mailed at the inmate's or the facility's expense as provided in CCR Title 15, Section 3134, to an outside correspondent designated by the inmate.
- c. Placed in the inmate's un-issued personal property
- d. With the inmate's written consent, destroyed or donated to a charitable organization outside the facility.

8. Addressee Unknown

Mail addressed to an inmate who has been transferred or released, shall not be returned to sender as "Addressee Unknown" unless the individual has been discharged from Departmental jurisdiction or staff is unable to identify the inmate after exhausting all resources.

9. Donations of items to inmates

- a) Paperback books, periodicals, publications, and other written material may be purchased by the inmate, purchased for the inmate by a third party or donated directly to an inmate through the mail.
- b) The Institutional Mailroom is only required to process those items that are mailed directly from a book store or publisher. Family member or friends cannot mail these items directly to the inmates.

Valley State Prison
OP 54010.01, Mail Procedure
Revised: October 2015
By: Business Services Division

- c) Paperback books, periodicals, publications, and other written material that are mailed from a recognized religious organization's book store shall be considered as coming from an authorized vendor.



R. FISHER, JR.
Warden
Valley State Prison

Date 12-24-15

ATTACHMENT A

STATE OF CALIFORNIA
CDC - 193 (1/88)

DEPARTMENT OF CORRECTIONS

TRUST ACCOUNT WITHDRAWAL ORDER

Date _____ 19 _____

To: Warden _____ Approved _____

I hereby request that my Trust Account be charged \$ _____ for the purpose stated below and authorize the withdrawal of that sum from my account:

_____ NUMBER

State below the PURPOSE for which withdrawal is requested (do not use this form for Canteen or Hobby purchase).

PURPOSE _____

_____ NAME (Signature please, DO NOT PRINT)

PRINT PLAINLY BELOW name and address of person to whom check is to be mailed.

NAME _____
ADDRESS _____

PRINT YOUR FULL NAME HERE

NOTIFICATION OF DISAPPROVAL - MAIL/PACKAGES/PUBLICATIONS

| | |
|---------------|------------|
| INMATE'S NAME | CDC NUMBER |
|---------------|------------|

MAIL / PACKAGES SECTION (Complete for mail or package cases only)

INCOMING MAIL/PACKAGE OUTGOING MAIL/PACKAGE

LIST ITEM(S) WHICH MEET DISAPPROVAL CRITERIA

DESCRIPTION OF MATERIAL THAT MEETS DISAPPROVAL CRITERIA, INCLUDE CCR, TITLE 15 SECTION

ATTACHMENT B

| DISPOSITION | SENDER INFORMATION | | |
|--|--|-------|-------------|
| <input type="checkbox"/> HELD PENDING INVESTIGATION/APPEAL <input type="checkbox"/> RETURNED TO SENDER <small>(At Inmate's Expense) (Date)</small> <input type="checkbox"/> DESTROYED <small>*(INMATE HAS FIFTEEN (15) DAYS, AFTER NOTIFICATION OF DISAPPROVAL HAS BEEN FORWARDED, TO LET STAFF KNOW THE CHOICE OF DISPOSAL, OTHERWISE MATERIAL WILL BE DESTROYED)</small> | FIRST NAME | | LAST NAME |
| | ADDRESS (NUMBER AND STREET) | | |
| | CITY | STATE | ZIP CODE |
| | I ACKNOWLEDGE RECEIPT OF THIS NOTIFICATION: (INMATE'S SIGNATURE) | | DATE SIGNED |

AUTHORITY TO DISALLOW (Must be completed in all cases)

| | | | |
|-----------------------------------|--------------------------------|-------------|--------------------------|
| PRINTED NAME OF WARDEN'S DESIGNEE | SIGNATURE OF WARDEN'S DESIGNEE | DATE SIGNED | DATE FORWARDED TO INMATE |
|-----------------------------------|--------------------------------|-------------|--------------------------|

PUBLICATIONS SECTION (Complete for publication cases only)

| | | |
|---|-----------|---|
| TITLE OF PUBLICATION (include issue/date) | PUBLISHER | PAGE(S) WHICH MEET DISAPPROVAL CRITERIA |
|---|-----------|---|

DESCRIPTION OF MATERIAL THAT MEETS DISAPPROVAL CRITERIA, INCLUDE CCR, TITLE 15 SECTION

| DISPOSITION | DESIGNEE INFORMATION | | |
|--|--|-------|-------------|
| <input type="checkbox"/> HELD PENDING INVESTIGATION/APPEAL <input type="checkbox"/> DESTROYED <input type="checkbox"/> RETURNED TO OUTSIDE DESIGNEE <small>AT INMATE'S EXPENSE (Date)</small> <small>** (INMATE HAS FIFTEEN (15) DAYS, AFTER NOTIFICATION OF DISAPPROVAL HAS BEEN FORWARDED, TO LET STAFF KNOW THE CHOICE OF DISPOSAL, OTHERWISE MATERIAL WILL BE DESTROYED)</small> | FIRST NAME | | LAST NAME |
| | ADDRESS (NUMBER AND STREET) | | |
| | CITY | STATE | ZIP CODE |
| | I ACKNOWLEDGE RECEIPT OF THIS NOTIFICATION: (INMATE'S SIGNATURE) | | DATE SIGNED |

AUTHORITY TO DISALLOW (Must be completed in all cases)

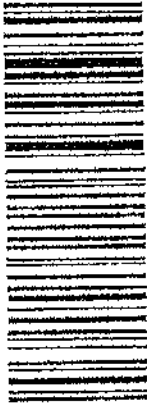
| | | | |
|---------------------------------|------------------------------|-------------|--------------------------|
| FACILITY CAPTAIN'S PRINTED NAME | FACILITY CAPTAIN'S SIGNATURE | DATE SIGNED | DATE FORWARDED TO INMATE |
|---------------------------------|------------------------------|-------------|--------------------------|

DISTRIBUTION
ORIGINAL - MAILROOM
CANARY - INMATE
PINK - SENDER / DESIGNEE

* ALL APPEALS REGARDING MAIL/PACKAGES SHALL BE REFERRED TO THE WARDEN'S DESIGNATED STAFF

** ALL APPEALS REGARDING PUBLICATIONS SHALL BE REFERRED TO THE FACILITY CAPTAIN.

7012 1640 0000 6395 5050



7012 1640 0000 6395 5050
7012 1640 0000 6395 5050

| | |
|---|------------------|
| U.S. Postal Service™ | |
| CERTIFIED MAIL™ RECEIPT <i>(Domestic Mail Only; No Insurance Coverage Provided)</i> | |
| For delivery information visit our website at www.usps.com | |
| OFFICIAL USE | |
| Postage \$ | Postmark Here |
| Certified Fee | |
| Return Receipt Fee (Endorsement Required) | |
| Restricted Delivery Fee (Endorsement Required) | |
| Total Postage & Fees \$ | |
| Sent To | |
| Street, Apt. No., or PO Box No. | |
| City, State, ZIP+4 | |
| PS Form 3810, August 2008 See Reverse for Instructions | |

| SENDER: COMPLETE THIS SECTION | COMPLETE THIS SECTION ON DELIVERY |
|--|--|
| <ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. | <p>A. Signature <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>X <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> |
| 1. Article Addressed to: | 3. Service Type |
| 2. Article Number <i>(Transfer from service label)</i> | <input type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D. |
| | 4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes |

DIVISION OF ADULT INSTITUTIONS

P.O. Box 942883
Sacramento, CA 94283-0001



ATTACHMENT D

(Date)

Solano County
Health and Social Services Department
355 Tuolumne Street
P.O. Box 12000
Vallejo, CA 94590

Dear *Correspondent*:

Legal correspondence received for Inmate _____, CDCR# _____, is undeliverable at this facility and is being forwarded as follows:

This inmate has been transferred and is currently housed at the following CDCR facility:

~~Central California Women's Facility~~
~~23370 Road 22~~
~~P.O. Box 1501~~
~~Chowchilla, CA 93610-1501~~
Valley State Prison
21633 Avenue 24
P.O. Box 92
Chowchilla, CA 93610

Sincerely,

Mailroom
Valley State Prison ~~for Women~~

DIVISION OF ADULT INSTITUTIONS

P.O. Box 942883
Sacramento, CA 94283-0001



ATTACHMENT E

(Date)

Superior Court of California
County of San Diego
Juvenile Court
2851 Meadow Lark Dr.
San Diego, CA 92123-2792

Dear Correspondent:

The enclosed legal correspondence received for Inmate _____, CDCR# _____, has been returned to you for the reason(s) indicated below:

Inmate refused to take receipt of legal correspondence on _____
(Date)

Sincerely,

Mailroom
Valley State Prison ~~for Women~~

ATTACHMENT F

MONEY ORDER / PERSONAL CHECK / CASH RECEIPT
TO MAILROOM

| | | | |
|---------------|--------|------------|------|
| INMATE'S NAME | COCFNO | HOUSING NO | DATE |
|---------------|--------|------------|------|

I received a MONEY ORDER / PERSONAL CHECK / CASH RECEIPT (Circle One) from

Inmate _____

Money was sent via regular mail from _____

(sender) in the amount of \$ _____, SERIAL NUMBER _____

MONEY ORDER / PERSONAL CHECK / CASH RECEIPT was forwarded to CENTRAL CONTROL for processing per institutional procedure.

ORIGINAL: MAILROOM
C: INMATE
WRITER

Staff Signature

Valley State Prison
21633 Avenue 24
Chowchilla, Ca 93610

ATTACHMENT G

Date

Recipient Name
Organization or Company
Address
City, State Zip code

This letter is to advise you that your publication entitled (Title of Publication), for the month of (Month & Year), will not be delivered to inmate(s)(Enter last names and CDCR numbers of all intended inmate recipients of the publication) housed at (Name of Institutions). This is based on a violation of the California Code of Regulations, Section (List CCR Section), which states in part "(enter applicable CCR language) " Your publications contained material on page(s) that was (be specific as to how it violated CCR; i.e., nude photos, articles about making bombs, etc.)

Please be advised that you have the right per CCR Section 3137(c) to appeal this issue. CCR 3137 (c) states in part, "Appeals relating to facility procedures and practices should be addressed in writing to the warden, superintendent or regional parole administrator shall provide a written response within 15 working days. Appeals that are not satisfactorily resolved at this level may be forwarded in writing to the Secretary, who shall provide a written response within 20 working days."

Should you have any questions or concerns, please contact (Enter Contact information).

Sincerely,

AUTHOR NAME IN CAPS
Title
Unit/Division/Department