

VALLEY STATE PRISON FOR WOMEN

OPERATIONAL PROCEDURE NUMBER:

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OPERATIONAL PROCEDURE TITLE:

Mail Procedure

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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, Departmental Operations Manual 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 procedure will be reviewed annually and submitted to the Warden during the month of September for final approval.

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 Associate Warden of Central and Program Services Division 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 Operational Procedure 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 Operational Procedure. 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 3147, 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 (CC) I, with final authorization at a level not lower than Correctional Captain/Facility Captain, to correspond with any of the following:

Inmates under the jurisdiction of any adult or juvenile correctional agency, with the exception of county jail facilities.

Persons on parole or outpatient status under the jurisdiction of any adult or juvenile correctional agency.

Refer to Operational Procedure 54010.02, Correspondence Approval, for details.

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 designated Facility Captain's 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. 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 matter may be obtained.
 - b. Depicts, displays or describes 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. Frontal nudity includes either the exposed female breast(s) 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 (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 (form VSPW 201, Attachment B) is forwarded to the inmate.
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. Catalogs or unsolicited advertisements, brochures, junk mail and material soliciting a response from an inmate.
1. Maps depicting any area within a ten-mile radius of a facility.

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 Trust Withdrawal Form attached to the outside of the document.

H. OUTGOING MAIL

All outgoing mail shall contain a proper address. At Valley State Prison for Women (VSPW) 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.
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:

Jane A. Doe, W-00000
Valley State Prison for Women
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 Distributed Data Processing System (DDPS) to look up the inmate's name from a legible California Department of Corrections (CDC) number, or looking up an inmate's CDC number by searching the DDPS using a legible name.

1. No Collect-On-Delivery (COD) mail of any kind will be accepted for an inmate.
2. Once the Mailroom Officer 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.
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 VSPW Mailroom pending disposition. A copy of the Notification of Disapproval Form will be sent to the inmate along with the approved contents of the mail. The inmate will have 15 days, after notification of disapproval has been forwarded, to let staff know the choice of disposal, otherwise material will be destroyed.

CC I's shall not be required to process/distribute any inmate intra-institutional mail pertaining to trust accounts, Arts-in-Corrections, Hobby Craft forms, other staff responses to Inmate Request for Interviews, documents from Canteen, the inmates copies or responses to Inmate Appeals (CDC Form 602) and inmate copies of Medical CDC Form 128-C's, 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. The money order will be removed from the envelope.
 - b. The 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.
 - c. The envelope and Check/Money Order will be given to the Inmate Funds Mailroom Assistant who will process the funds on the Computerized Check/Money Order Program.
 - d. 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.
 - e. The envelope with the Stamp/Receipt affixed will then be sent to the inmate via institutional mail.
 - f. 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 Sgt. until they are processed the next working day.
 - g. 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 inmates' trust accounts are posted in a timely manner:
 1. Inmate's CDC 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. Log also needs to be listed in numerical order by CDC number.
6. 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.
7. Two calculator tapes must be provided to the Accounting Office. One tape for the checks/money orders and one for the copies of checks/money orders. The log actually provides a third calculation as a last verification. Each tape must clearly state what it belongs to; checks/money orders or copies of checks/money orders. The log identifies itself.
8. The money orders/checks, one copy of the money order/checks and Mailroom Funds Log will be taken to the Accounting Office.
9. 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 VSPW will be relabeled with current address and forwarded via First Class Mail, as per CCR Title 15, Section 3147(8).
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 DDPS.
5. Non-confidential mail will be processed as regular mail.
6. All incoming Certified and Express Mail will be logged in the Mailroom yard logbooks. For example: Name and address of the sender, accepting staff's name and inmate's name and number. If addressed to staff, the name and work area of the staff person will be logged in the staff log book.

7. Inmate Certified and Express Mail will then be placed in the appropriate facility's legal logbook and delivered per legal mail procedures as set forth in Section "L" of this procedure.
8. The Mailroom Officer will deliver staff Certified and Express Mail to the appropriate person who will sign the logbook upon receiving the mail.
9. The Mailroom will not accept Express Mail delivered by courier for inmates who are no longer at VSPW. Legal mail will be accepted and forwarded to the inmate per CCR Title 15, Section 3147(8).

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 and Sunday.
 - f. Outgoing Mail: Processed Monday through Saturday, except holidays.
2. The Third Watch Housing Officers will pick up the housing mailbag at the program offices when reporting for duty. The Officer will ensure that the mail is delivered to the proper addressee by means of inmate identification card.
3. Mail for inmates no longer at VSPW will be forwarded per CCR Title 15, Section 3147(a)(8).

First class mail will continue to be forwarded as long as the addressee remains under the jurisdiction of the CDC. 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 her 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 that 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 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 log book, along with the legal 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 book and re-log all legal mail in the facility's legal log book. Each Facility Sergeant or designee is responsible to ensure that the inmate receives the legal mail. The inmate must sign the facility logbook before taking possession of the legal mail.
6. The Facility Sergeant, 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

- confidential include all written material within the letter or package. Items such as newspaper clippings, law review articles and 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 CDC-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 CC II, who shall verify the inmate's identity to the notary.
2. The CC II 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 an Institutional Alpha Roster. The facility Search & Escort Officer (S&E) will be responsible for supplying, from Control, the facility with a current Alpha Roster. The Alpha Roster will be passed down to each unit to locate inmates. 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 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 Sergeant's Office. The Facility Sergeant 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 Officer will pick up the Money and Receipt the next morning and deliver it to the Mailroom for processing.
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/URINALYSIS SAMPLES

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 0630 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 Officer will pick up outgoing inmate mail Monday through Saturday at the Central Control Sallyport, to include urine samples, Monday through Friday. It will be the responsibility of the Facility Sergeant/Lieutenant to ensure outgoing inmate mail and urine samples are delivered to the Central Control Sallyport. The urine samples will be logged into the locker in the Central Control Sallyport. The urine samples will be picked up each morning by the Mailroom Officer and deposited in the Urine Drop-Box located outside of the Administration Building. The urine samples will be picked up by a designated courier daily, except Saturday, Sunday and holidays, for delivery to the laboratory.
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 staff/inmate mail to be placed.
 - f. Separate rerouted mail for inmates no longer at VSPW.
 - g. Mail will be forwarded as per CCR Title 15, Section 3147(8).

Q. PROCESSING OUTGOING CERTIFIED/EXPRESS MAIL

1. Inmates.

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

2. Staff.

Staff requesting Certified Mail will complete Postal Service Forms 3800 and 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. Housing Unit Officers will allow inmates to sign up for indigent stationery supplies between 2000 hours and 2130 hours on the 20th of each month.
2. Facility staff will ensure that all inmates are listed. Copies are prepared and the original will be routed to Accounting by the 25th of each month.
3. Accounting will validate the list and send a copy to the Mailroom Sergeant.
4. Approved inmates will receive monthly, via regular mail delivery, the following items:
 - a. Twenty (20) metered envelopes.
 - b. Forty (40) sheets of paper.
5. Mailroom staff will also be responsible to monitor inmate movement at VSPW to ensure that the inmates listed receive their stationery supplies.
6. The Mailroom will not forward indigent supplies for inmates that have transferred or paroled from VSPW.

U. INCOMING/OUTGOING LEGAL MAIL PROCESS (MAILROOM)

1. Incoming and outgoing legal mail will be logged on the Legal Card Form (CDC-119).
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 DDPS for correct name, number or name change and then forward or return to sender.
 - c. Date received is logged (in black ink only).
 - d. Log name and title of sender.
 - e. Each piece of mail is logged in the Mailroom’s facility log book and is delivered to the Program Sergeant or designee, who will sign the legal log book upon receipt.
 - f. Legal mail for inmates no longer at VSPW 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 3147(8). The mail will be logged in the Return to Sender/Forward legal logbook and Letter to Correspondent (Attachment D) will be sent to sender notifying 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 VSPW Mailroom until their return. If the inmate has not returned within one week, the mail will be forwarded to their current location.
 - h. Legal mail will be promptly returned to court when the inmate has been discharged from CDC 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 (in red ink only).
 - 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. Receive funds from P.O. Box 92 and 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 removed from the envelope and 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 CDC number and that the inmate is at VSPW.
- 4. Funds may be mailed to an inmate in the form of:
 - a. Money order.
 - b. Certified check.
 - c. Personal check.
 - d. Personal checks will be accepted but will not be credited to the inmate's account for 30 days pending bank clearance.

5. The check or money order shall be made payable to CDC. The inmate's last name and departmental identification number (W 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, cash shall be turned over to the Accounting Cashier and placed into the "Support un-cleared Collections Account". A return check will be issued from General Cash to the sender for the cash received. If the sender cannot be identified or if the check is returned by the Post Office, a Stop Payment notice will be issued and the un-cashed or unclaimed check/cash will be remitted to CDC's escheat revenue account.
 - b. Funds from other inmates/ex-inmates shall be from approved correspondents.
 - c. Funds from families of other inmates shall not be accepted unless the other inmates are members of the same family.
7. Receipts to the inmates representing funds received in the Mailroom consists of a large stamp affixed to the envelope that the funds arrived in. The Stamp/Receipt states the items contained or enclosed in the envelope. VSPW no longer furnishes hand receipts for funds received.
8. The Inmate Funds Mailroom Assistant will process the checks or money orders per instructions stated in Section I, 4.
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.
 - h. Inmate is no longer at VSPW.

Money order etc. that fit the criteria of a through h above will be returned using the Notice of Mail Returned to Sender Form (Attachment F).

11. 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 CC I for the inmate's endorsement. The counselor will then have the inmate endorse the check and return it to Accounting for processing.
12. Checks that require special processing by Accounting such as transfer checks, refund checks, welfare checks, etc., will not be recited. The checks will be logged and the envelope, along with the contents, will be delivered to Accounting in its entirety.
13. When funds are discovered by an inmate in her mail, the following procedure will be implemented:
 - a. Staff will give the funds and envelope they received the funds in to their respective Facility Sergeant. The inmate may retain all other non-contraband items that are enclosed. (For example: letters, stamps, etc.)
 - b. The Facility Sergeant will fill out a "Money Order/Personal Check/Cash Receipt Form" (VSPW-203, Attachment G), in duplicate. The original will be given to the inmate, duplicate copy attached to the envelope containing the funds.
 - c. The Facility Sergeant 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 Sergeant/Officer 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 Sergeant will send to the Mail/Visiting Lieutenant all currency Receipt Logs by institutional mail at the end of each month.

W. PROCESSING INCOMING PACKAGES/SPECIAL PURCHASES

1. No COD 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. Quarterly packages will be picked up at the Chowchilla Post Office, Monday through Saturday at approximately 0900 hours by the Mailroom Officer. The Mailroom Officer will be the only staff member to accept or deny acceptance of a package. Once the Mailroom Officer accepts a quarterly package, it will not be returned due to size, weight or damage.

5. The Mailroom Officer will examine all packages before accepting them from the Post Office. All boxes that meet the institutional standards (see below) will be listed in the Mailroom's Incoming Quarterly Package Book, listing the inmate's name, number, the date the package was received from the Post Office and the date the package was delivered to Receiving and Release (R&R). All boxes that do not meet standards will be refused at the Post Office and listed on the "Notice of Mail/Package Returned to Sender" receipt (See Attachment H), listing the inmate's name, number and reason for return. The Mailroom Officer will also place a pre-printed label on the returned box that stated why the item was refused. The assigned R&R Sergeant will sign the receipt book for all packages received in R&R.
 - a. Copies of the "Notice of Mail / Package Returned to Sender" receipt will be sent to the Mailroom, 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. Will have the quarterly package label on the outside of the box.
 - e. The inmate and sender will sign quarterly package labels.
 - f. Labels will have the inmate's address, W# 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 United Parcel Service (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 UPS 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 hard cover.)
 - d. 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 United States Mail 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 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 withdrawal Trust Account to pay for the expense of mailing. The inmate will be given 15 days to respond as the disposition of the disapproved mail.
 - d. The inmate shall make these authorizations for outside mailing and postage within 15 days after the notification of disapproval is forwarded to the inmate.
 - e. Upon exclusion of any material, the Notification of Disapproval Form, shall be used. A copy of the Disapproval Form will be distributed to the inmate, sender and a copy shall be retained in the Mailroom.

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 Facility Captain, via the Watch Commander.

- b. When an unacceptable mail/package is returned to sender, it will be returned in its entirety and showing "Unauthorized Mail, Return to Sender" stamped on the envelope. The inmate will be notified per Notification of Disapproval Form (Attachment H).
 - c. Any incoming mail that contains Internet-generated information consistent with current California Code of Regulations (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 Visiting/Mailroom Lieutenant and Correctional Captain for immediate review. Any action to "ban" mail shall be approved by the Correctional Captain.
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 facility beyond the cost of processing mail.
 - b. If lottery tickets, etc., are discovered in incoming mail, the entire envelope and contents shall be returned to sender with a preprinted notice to the sender which states the following:

"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, but only through the quarterly package system which is carried out through R&R. These items; envelopes (standard or legal size), writing paper (blank or lined), pens, pencils and greeting cards, will not be allowed through the Mailroom. Colored paper will also be allowed, but only 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 unpadding, manila envelope not to exceed 10” x 12” in size.
- d. Inmates may receive by mail, 20 photographs without attached backings. 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. Polaroid 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. Stationery supplies (paper, envelopes and unused greeting cards).
- c. Medical/health supplies.
- d. Laminated items.
- e. Stickers.
- f. 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.
- g. Items of clothing and food.
 - h. Identification cards, credit cards, bankcards, phone cards, etc.
 - i. 10" x 14" maximum size allowed (pictures, posters and cards).
 - j. Tattoo patterns/gang logos.
 - k. Hard plastic, metal or wood items.
 - l. Glued-on items/glitter.
 - m. Padded envelopes.
 - * n. Jewelry, Religious medals and Art supplies (Art supplies sent to Hobby Craft from vendor).
 - o. Item(s) unable to be searched without destroying.
 - p. Items(s) that jeopardize the safety and security of the institution.
 - * q. Musical cards, Videotapes, CD's and Cassette tapes.
 - r. Any correspondence deemed circumvention of mail procedures. Correspondents may not assist in circumventing the institutional regulations.
 - * s. Letters that are forwarded from one inmate to another by a correspondent will be returned to the sender.
 - t. Staff who discover mail containing unknown substances (example: suspected narcotics, powder, liquid/dry substances or solid form) will immediately notify the Mailroom Sergeant/Outside Patrol Sergeant who will notify the Mailroom/Visiting Lieutenant 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 Outside Patrol Sergeant/Mail Room Sergeant with a report of his/her findings.
 - u. Human hair, 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.

GLORIA A. HENRY
Warden

Date