

## 5-44/000.00 - Inmate Correspondence

### PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding inmate correspondence at the Inmate Reception Center (IRC).

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

### ORDER:

California Code of Regulations (CCR), Title 15, section 1063, requires all facilities to implement written procedures in regards to the handling of inmate correspondence.

IRC is a "Type II" facility that does not house inmates, but processes them for movement to permanent housing. Due to the continuous movement of inmates within IRC, and the short period of time in which IRC holds an inmate for processing, the IRC mail room shall forward all inmate correspondence to the assigned permanent housing location. If an inmate has not yet been assigned to a permanent housing location when mail is received for them, the mail will be held by mail room personnel and forwarded to the inmate once they are housed.

All inmates shall be entitled to send and/or receive mail, therefore all personnel shall familiarize themselves with the following procedures to ensure inmates are informed of the guidelines pertaining to inmate correspondence:

- a. There is no limitation on the volume of mail that an inmate may send or receive.
- b. Inmate correspondence may be read when there is a valid security reason and the watch commander approves.
- c. Custody personnel shall not review inmate correspondence to or from state and federal courts, any

member of the State Bar or holder of public office, and the Board of State and Community Corrections; however, custody personnel may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the inmate.

- d. Inmates may correspond, confidentially, with the unit commander.
- e. Those inmates who are without funds shall be permitted at least two postage paid letters each week by their respective housing facility, to permit correspondence with family members and friends but without limitation on the number of postage paid letters to their attorney and to the courts.
- f. Inmates may correspond, through U.S. Mail, with other inmates in all Custody Division facilities or with inmates in other institutions.

For additional information on inmate correspondence, please refer to ***Manual of Policies and Procedures (MPP) section 5-03/195.00, "Confidential/Legal Correspondence of Inmates," and Custody Division Manual (CDM) sections 5-06/020.00, "Inmate Money," 5-06/030.00, "Inmate Reading Material," and 5-06/070.00, "Inmate Correspondence."***

**REVISED 08/04/21**

**05/22/18**

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