

# UNAUTHORIZED MAIL RETURN RECEIPT

DATE: 11/13/15

HOUSING UNIT: C1

MAIL RETURNED TO: \_\_\_\_\_

**PO Box 40799**

STREET ADDRESS

**San Francisco, CA 94140**

CITY/STATE/ZIP CODE

Your correspondence is being returned for the following reason(s):

If incoming mail is disapproved for one of the reasons listed in this column, the institution shall make a copy of the correspondence before returning it to sender.

- |                          |   |                          |  |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Greeting card contains non-paper parts  | <input type="checkbox"/> | Correspondence used to solicit or otherwise commercially advertise for money, goods or services  |
| <input type="checkbox"/> | Greeting card is larger than 8"x10"   | <input type="checkbox"/> | Inmate correspondence with inmates of other penal institutions not approved by warden of both institutions   |
| <input type="checkbox"/> | Excess of 15 pages of additional written or printed materials without prior approval from warden  | <input type="checkbox"/> | Unauthorized correspondence to/from an individual under civil commitment as a sexually violent predator (Approval for such correspondence must be obtained from the warden at the inmate's institution.)   |
| <input type="checkbox"/> | Page larger than 8 1/2 x 14 inches in size  | <input type="checkbox"/> | Contains prominent or prevalent advertising for three-way calling services, pen pal services, or the purchase of products or services with postage stamps  |
| <input type="checkbox"/> | Item is glued, taped, stapled or otherwise affixed to a page  | <input type="checkbox"/> | Depicts or describes procedures for the construction of or use of weapons, ammunitions, bombs, chemical agents, or incendiary devices  |
| <input type="checkbox"/> | Polaroid photograph   | <input type="checkbox"/> | Depicts, encourages, or describes methods of escape from correctional facilities or contains blueprints, drawings or similar descriptions of Department of Corrections facilities or institutions, or includes road maps that can facilitate escape from correctional facilities |
| <input type="checkbox"/> | Photograph exceeds 8"x10"   | <input type="checkbox"/> | Depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs or other intoxicants   |
| <input type="checkbox"/> | Excess of 10 (each) unused greeting cards, sheets of stationery or other blank paper, or envelopes.   | <input type="checkbox"/> | Mail written in code or other manner not reasonably subject to interpretation by staff as to meaning or intent   |
| <input type="checkbox"/> | Excess U.S. postage stamps  |                          |  |
| <input type="checkbox"/> | Non-paper item  |                          |  |
| <input type="checkbox"/> | Stickers or stamps (other than allowed U.S. postal stamps)  |                          |  |
| <input type="checkbox"/> | Address labels  |                          |  |
| <input type="checkbox"/> | Laminated material  |                          |  |
| <input type="checkbox"/> | Outgoing mail sealed by inmate  |                          |  |
| <input type="checkbox"/> | Incoming mail does not contain the inmate's committed name, identification number, and institutional address or verifiable return address of sender |                          |  |

- ☐ Mail sent to person who has advised the warden that he does not wish to receive mail from the inmate, unless the mail is a civil pleading or other legal document pertaining to a civil case in which the inmate and the recipient are parties
- ☐ Return address of outgoing mail violates Department rule (regular, legal, & privileged)
- ☐ Outgoing package or envelope bears artwork, additional lettering, or designs other than the required address and return address (regular, legal & privileged mail)
- ☐ Routine mail delivered by means other than U.S. Postal Service
- ☐ For legal mail, court has yet to authorize non-paper materials or documents
- ☐ For legal mail, mail contains item permissible for inclusion in routine mail, but prohibited for inclusion in legal mail
- ☐ For privileged mail, mail contains items permissible for inclusion in routine mail, but prohibited for inclusion in privileged mail
- ☐ For legal or privileged mail, mail contains items which are prohibited for receipt in routine mail
- ☐ Greeting card is constructed in such a way as to permit concealment of contraband
- ☐ Contains or appears to contain unknown or unidentifiable substances
- ☐ Item of a non-communicative nature such as lottery tickets or matchbooks
- ☐ Mail utilizes home made envelopes or packages (regular, legal, or privileged mail)
- ☐ Mail contains Money Order and/or Cash
- ☐ Correspondence not written in either English or Spanish; warden's approval for alternate language not received

- ☒ Is dangerously inflammatory in that it advocates or encourages riot, insurrection, disruption of the institution, violation of department or institution rules
- ☐ Pictorially depicts actual or simulated sexual intercourse; sexual bestiality; masturbation; sadomasochistic abuse; actual lewd exhibition of the genitals; actual contact with a person's unclothed genitals, pubic area, buttocks, or, if such person is a female, breast with the intent to arouse or gratify the sexual desire of either party; or any act or conduct which constitutes sexual battery or simulates that sexual battery is being or will be committed
- ☐ Presents nudity in such a way as to create the appearance that sexual conduct is imminent, i.e., display of contact or intended contact with genitals, pubic area, buttocks or female breasts orally, digitally or by foreign object, or display of sexual organs in an aroused state
- ☐ Contains criminal history, offender registration, or other personal information about another inmate or offender which, in the hands of an inmate, presents a threat to the security, order or rehabilitative objectives of the correctional system or to the safety of any person
- ☒ Otherwise presents a threat to the security, order, or rehabilitative objectives of the Correctional System, or to the safety of any person
- ☐ Mail establishes or conducts business
- ☐ Mail for contests or sweepstakes
- ☐ Utilizes a third party mailing service
- ☐ Depicts, describes or encourages activities which may lead to the use of physical violence or group disruption
- ☐ Encourages or instructs in the commission of criminal activity
- ☐ Threatens physical harm, blackmail or extortion

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **B. Buchanan**

Mail Room Personnel

When an inmate is prohibited from sending or receiving any item of mail, the inmate and the sender, when applicable, will be provided a copy of this form which will indicate the reason(s) for disapproval. A copy of this form and any attached copies of correspondence will be retained by the institution.

All items are for routine mail unless otherwise specified.