

CCWF Reception Center Inmate's Frequently Asked Questions Regarding Mail

Proper way to address mail to an Inmate:

This address is for all Inmate mail:

Inmate's Name CDCR# (letter and numbers)
CCWF Housing (Bldg.-room-bed)
P.O. Box 1508
Chowchilla, CA 93610-1508

Example:

Jaime Smith X90123
CCWF 502-32-4L
P.O. Box 1508
Chowchilla, CA 93610-1508

Proper way to send money to an Inmate:

Make out a check or money order to the Inmate, including CDCR#. Do not send CASH! Mail the check or money order to the Inmate at the address below for quicker processing. Do not include any correspondence when mailing to P.O. Box 1504. Checks and money orders can also be sent to the 1508 address, however, they will take longer to process since they do not go directly to Accounting. Personal checks take up to 30 days to clear.

This address is for Checks and Money Orders ONLY:

Inmate's name CDCR# (letter and numbers)
CCWF Housing (Bldg.-room-bed)
P.O. Box 1504
Chowchilla, CA 93610-1504

Example:

Jaime Smith X90123
CCWF 502-32-4L
P.O. Box 1504
Chowchilla, CA 93610-1504

AN ALTERNATE WAY TO SEND MONEY TO AN INMATE IS THROUGH THE INTERNET:

www.ipay.com OR
www.inmate.deposit.com

The money is transferred directly to their account within 24 to 72 hours and a receipt of transfer is then mailed to the inmate.

Account statements are distributed monthly.

Allowable Items In Mail:

In addition to the written word, such as letters, internet downloads, newspaper clippings, religious pamphlets, or leaflets, or photocopies of written words, etc., First-Class Mail can have the following items enclosed:

- * 10 Blank greeting cards with white envelopes;
 - * 01 Writing tablet (white or yellow lined) up to 4;
 - * 20 Postcards;
 - * 25-50± Colored, printed, or white stationary sheets are permitted, no pads, up to 500 sheets;
 - * 01 Calendar (9" x 12" max.);
 - * 40 Postage Stamps (unless there is a rate change; then the intent is forty stamps at the old rate and forty stamps at the amount needed to equal the new rate); Envelopes with embossed stamps count as both;
 - * 40 Envelopes Plain white inside and out; Standard (3 5/8 X 6 1/2) or Business (4 1/8 X 9 1/2) sizes only;
 - * 10 Photos (No Polaroids, No frontal nudity – breasts and/or genitalia of either gender);
 - * 05 Books, Magazines & Newspapers: May only receive directly from a bookstore or publisher; Religious organizations are acceptable. Limit five (5) per mailing; Ø NO hardback books;
- NO Bulk mail will be forwarded to other institutions or facilities (i.e. magazines, newspapers, unless sent first class).

Prohibited Items In or On Mail:

- Ø NO cash, NO jewelry, NO gang related material, NO tattoo patterns; NO pencils or pens;
- Ø NO laminated items, glitter, stickers, glued on items, confetti, musical cards; NO cotton paper;
- Ø NO envelope larger than 10 X 12", NO padded envelopes, NO dirty or stained mail;
- Ø NO food, clothing, human or fake hair, fake nails, etc.;
- Ø NO hard plastic, metal, or wood items; NO unknown substances (powder, liquid, or solid);
- Ø NO items that cannot be searched without damage; NOR items that jeopardize institutional security;
- Ø Any correspondence deemed to be circumvention of mail procedures. Letters that are forwarded from one Inmate to another Inmate by a correspondent will not be allowed. Obtain proper approval!

If your family has questions about mail, they should call the mail room sergeant

MORE INMATE MAIL INFORMATION...

DO NOT *Write, Draw, Shade, or Smudge the Pencil or Ink on Outgoing Mail!* It may end up being returned to you or not processed. The same rule applies for incoming mail!

IF YOUR FAMILY HAS QUESTIONS ABOUT MAIL, THEY SHOULD CALL THE MAILROOM SERGEANT AT:

(559) 665-5531 EXTENSION 7814

BEFORE MAIL IS SENT.

***IF MAIL IS SENT WITH ITEMS OR CONTENT NOT ALLOWED, THE ENTIRE CONTENTS WILL BE RETURNED OR DESTROYED. *SEE THE DISPOSITION SECTION ON THE ENCLOSED CDC1819.*

CORRESPONDENCE APPROVAL REQUESTS:

YOU MUST HAVE CORRESPONDENCE APPROVAL PRIOR TO WRITING/RECEIVING MAIL FROM ANOTHER INMATE/PAROLEE. You also need prior approval to correspond with county jails. You do not have to be a family member to gain approval at CCWF, it will be granted unless there is a reason for denial. Some other institutions have stricter policies. Multiple requests will *not* be processed until you are endorsed to an Institution. Your completed worksheet may be sent to your counselor or to the Captain's Office for typing, preparation, and processing. Your counselor *may* wait until they see you to review your file and sign your form. Some Counselors only approve your correspondence request if you are staying at CCWF. Correspondence Approvals will be sent to your C-File when completed, thus will follow you as you move. You will receive a copy as soon as approval is completed with all necessary signatures. *Requests with incomplete information will be returned. Multiple requests will be returned while you are on Facility A. You may turn in more requests when you are in General Population.*

ALL MAIL *MUST* HAVE THE INMATE'S FULL CDCR NUMBER!! THIS INCLUDES THE LETTER(S) THAT COME BEFORE THE NUMBER. IF YOU NEED AN INMATE'S CDCR NUMBER AND/OR LOCATION, CONTACT THE INMATE LOCATOR. THIS IS FOR CALIFORNIA PRISONS ONLY *NOT* COUNTY JAILS.

DEPARTMENT OF CORRECTIONS
ATTENTION: INMATE LOCATOR
P.O. BOX 942883
SACRAMENTO, CA 94286-0001
(916) 445-7688

WRITE THE MAILROOM ON AN INMATE REQUEST IF YOU HAVE QUESTIONS ABOUT MAIL.

NOTARY INFORMATION

Contact the LITIGATION COORDINATOR to arrange for a notary. You can contact him via Inmate Request or through your housing staff. This is necessary in order to obtain needed identification prior to using the Notary Services at CCWF. There are currently three (3) notaries at this facility.

J. Imre	ADA Office	Ext. 5152	M-F	0800-1600
D. Lee	Medical	Ext. 7705	M-F	0800-1600
D. Salter	Disciplinary Lt.	Ext. 5518	M-F	0800-1600