

SECTION - SUPPORTIVE SERVICES  
ADMINISTRATIVE DIRECTIVE NO. 651

Effective Date: December 7, 2006

**SUBJECT: PROCESSING OF DEPARTMENTAL AND UNITED STATES POSTAL  
SERVICES MAIL**

I. PURPOSE

The purpose of this policy is to ensure a coordinated set of guidelines and procedures regarding the process and routing of mail at Coalinga State Hospital (CSH) via the facility Office Services Staff.

II. AUTHORITY

California Department of Mental Health Special Order Number 249.01 and the California Welfare and Institutions Code Section 4136.

III. POLICY

It is the policy of CSH to provide staff with a mail service that provides the most expeditious manner of delivery while retaining established security needs.

IV. METHOD

A. SECURED TREATMENT AREA (ATTACHMENT A)

1. Pick up and delivery of mail for departments located in the secure areas of the facility will be from the established "Key Rooms", within the secured perimeter once a day.
2. Each department will have a labeled aluminum mailbox within the room, which will be accessed by key. Identified delivery departments shall be responsible to identify employees that are assigned keys to the mailbox for that department.
3. Each department within the secure area of the facility will be issued a canvas mailbag in which to place their outgoing departmental mail. Both inter-office and United States Postal Services (USPS) mail will be placed in the bag. Designated staff members will be responsible for taking the mailbag to the corresponding "Key Room" and placing it into the locked box.

4. Monday through Friday at 1:00 pm incoming mail will be ready for pick up at the appropriate mailboxes. Outgoing mail should be inside the appropriate mailbox by 11:00 am to ensure same day postage. Outgoing Individual mail is to be processed in accordance with AD 622, prior to being placed in the mailbag and/or the aluminum mailbox.

**B. ADMINISTRATION/VISITOR PROCESSING BUILDINGS (ATTACHMENT B)**

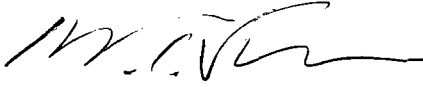
1. Pick up and delivery of mail for Administration in non-secure areas of the facility will be completed twice a day.
2. Monday through Friday at approximately 9:30 a.m. and 1:00 p.m. Office Services staff will pick up and deliver mail to the following locations:
  - a. All offices in Building 31, including CDC
  - b. All departments in Building 30
3. All outgoing mail should be ready to leave by 1:00 pm each workday to ensure the same day postmark.
4. If departments have outgoing mail that needs to be picked up after 1:00 p.m., it will be the department's responsibility to contact the Office Services Help Line at 935-4080 to make arrangements to take the mail to the Mailroom for postage metering and if the need is after the last trip to the USPS, it will be the department's responsibility to take the mail to the USPS in Coalinga. Same day postmarks concludes at 3:30 pm and is not available for Individuals' mail.

**C. ALL OTHER DELIVERY AREAS (ATTACHMENT C)**

1. Pick up and delivery of mail for outer perimeter departments in non-secure areas of the facility will be completed once a day.
2. Monday through Friday at approximately 2:30 p.m. Office Services staff will pick up and deliver mail to the following locations:
  - a. Warehouse
  - b. Central Kitchen
  - c. Plant Operations
3. All outgoing mail from these locations should be ready by 2:00 pm each workday to ensure the same day postmark.

**D. ALL DELIVERY AREAS**

1. Personal staff mail and/or packages are not to be mailed or received via the Coalinga State Mailroom or Central Warehouse.
2. All inter-office mail is required to be labeled clearly, with the name of the department, as well as the first and last name of the intended recipient.



---

**W. T. VOSS**  
Executive Director

- Attachment A – Mailbox Delivery Locations Inside The Secured Treatment Area
- Attachment B – Mailbox Delivery Locations Inside Administrative/Visitor Processing Buildings
- Attachment C – Other Mail Delivery Addressees

**MAILBOX DELIVERY LOCATIONS INSIDE  
THE SECURED TREATMENT AREA**

- 1) All open treatment units
- 2) All open medical units
- 3) All open Program Offices
- 4) NOD Office
- 5) Central Supply
- 6) Clothing Center
- 7) Housekeeping
- 8) Pharmacy
- 9) R and R
- 10) Radiology
- 11) Dental Office
- 12) Laboratory
- 13) Clinics
- 14) Canteen Store
- 15) Patient Packaging Office
- 16) Central Program Services
- 17) Vocational Education
- 18) Library Services

**MAILBOX DELIVERY LOCATIONS INSIDE  
ADMINISTRATION/VISITOR PROCESSING BUILDINGS**

- 1) California Department of Corrections and Rehabilitation
- 2) Hospital Police
- 3) Office Services
- 4) Procurement
- 5) General Services
- 6) Information Technology
- 7) Health Information Management Department
- 8) Training
- 9) Health And Safety
- 10) Personnel
- 11) Exams/Hiring Unit
- 12) Labor Relations
- 13) Occupational Health
- 14) Trust
- 15) Accounting
- 16) External Affairs
- 17) Forensics
- 18) Standards Compliance
- 19) Executive Suite (ED, HA, MD, CA, CNS and support staff)
- 20) Executive Administration (all other Administrative Staff Upstairs)

**OTHER MAIL DELIVERY ADDRESSEES**

- 1) Central Kitchen
- 2) Plant Operations
- 3) Motor Pool
- 4) Central Plant
- 5) Mailroom
- 6) Central Warehouse
- 7) Property