

**OFFICE OF LEGAL AFFAIRS**

Benjamin T. Rice  
General Counsel  
P.O. Box 942883  
Sacramento, CA 94283-0001



March 6, 2014

Priyah Kaul  
Prison Information Project  
c/o Professor Margo Schlanger  
910 Legal Research Building  
University of Michigan Law School  
625 South State Street  
Ann Arbor, MI 48109

Via U.S. Mail and Email: [prison.info.project@umich.edu](mailto:prison.info.project@umich.edu)

Re: Public Records Request

Dear Ms. Kaul:

This letter is in response to your request for public records dated and received on February 14, 2014, for the following:

1. Any current prisoner handbook or manual (including any inmate orientation handbook or manual), system-wide or institution-specific.
2. All current prisoner grievance regulations, policies, guidelines, manuals, directives, rules, etc., including general grievance policies/guidelines/etc. and specific grievance policies/guidelines/etc. relating to, for example, health care or sexual assault.  
By "grievance," we mean any grievance or complaint, whether formal or informal, whatever the subject matter.
3. Any records, created or updated from 2003 to the present, tallying or reporting:
  - The number of grievances filed and resolved each year.
  - The categories or subject matter of grievances filed and resolved, and number of grievances in each subject matter category used (for instance, grievances related to food, *Prison Information Project Public Records Request, p. 2 of 2* health care, use of force, etc., and including both ordinary and "sensitive" complaints such as those involving allegations of staff misconduct)
  - Grievance outcomes or resolutions each year, by subject matter category and year.
  - Statistics or data on length of time to resolve grievances, by subject matter category and year.
  - We are not requesting individual grievance records. We are only requesting records that summarize, aggregate, or compile grievance data.
4. Any current policy for prisoner mail or correspondence, including regular and legal mail, prisoner receipt of newspapers, magazines, newsletters, and books.

The California Department of Corrections and Rehabilitation (CDCR) reviewed your request and will produce the documents or partially produced documents, once payment of the duplication fees has been received. CDCR charges 12 cents per page for copies made in response to public records requests. You are being charged \$233.40 for duplication (1945 pages) and \$60.98 for postage, for a total of \$294.38.

The duplication costs do not cover your requests regarding regulation and policy. You can find this material online. All regulations and policies are currently accessible to the public via our website as follows:

California Code of Regulations (CCR):

[http://www.cdcr.ca.gov/Regulations/Adult\\_Operations/index.html](http://www.cdcr.ca.gov/Regulations/Adult_Operations/index.html)

- You can find material regarding Appeals at Sections 3084-3085
- You can find material regarding Mail at Sections 3130-3147
- You can find material regarding Property at Section 3190

Department Operations Manual (DOM):

[http://www.cdcr.ca.gov/Regulations/Adult\\_Operations/DOM\\_TOC.html](http://www.cdcr.ca.gov/Regulations/Adult_Operations/DOM_TOC.html)

- You can find material regarding Inmate Mail at Chapter 5, Article 41, Sections 54010.1 through 54010.32
- You can find material regarding Inmate Property at Chapter 5, Article 43, Sections 53040 through 54030.21.7.4
- You can find material regarding the Prison Rape Elimination Act (PREA) at Chapter 5, Article 44, Sections 54040.1 through 54040.17
- You can find material regarding Appeals at Chapter 5, Article 53, Sections 54100.1 through 54100.33

If payment is not received within 90 days of this letter, the request for records will be considered closed. Should you have any questions regarding this letter, please feel free to contact me at (916) 445-5298 to discuss this matter further.

Sincerely,



Kathryn Clark  
Attorney  
PRA/Intake Unit