

INCOMING INMATE MAIL

- 1.) All mail received for inmates at county detention facilities **must** have the following information on the face of the envelope:
 - a.) The full first and last name of the inmate. **Note:** Religious names may also be included, but may not substitute the name under which the inmate was booked.
 - b.) The inmate's booking number.
- 2.) Mail without an identified sender, to include name and address, will be returned to the U.S. Post Office.
- 3.) Mail is to be received through regular channels only.
 - a.) No deputy or employee will accept incoming mail for any inmate.
- 4.) Inmates may receive correspondence from any non-incarcerated person and in any language.
 - a.) The number of correspondents for an inmate should be unlimited, and there should be no limit on the number of letters an inmate may receive from approved correspondents except when there is reasonable beliefs that limitation is necessary to protect public safety of facility order and security.
 - b.) Use of inmate mail for business purposes shall be only with the prior written approval of the Facility Commander.
- 5.) There is no limit on the number of pages in each letter.
- 6.) Mail and packages received will be delivered to the inmate within 48 hours receipt at the facility in which the inmate is housed.
 - a.) **Note:** Excluding weekends and holidays
- 7.) Mail addressed to an inmate who has been transferred or released will be returned to sender within 48 hours of receipt at the facility to which the mail is addressed.
- 8.) All non-privileged incoming mail will be opened without the inmate being present and inspected for contraband.

9.) With the approval of the Facility Commander, all non-privileged incoming mail may be read by custody staff to ensure inmate communications do not pose a threat to the safety of staff, other inmates, or the security of the facility, or if reasonable suspicion exists that it, the correspondence is being used in the furtherance of illegal activity.

a.) A "Mail Watch" may be requested by the District Attorney's office and will be monitored by the Classification Unit. The Mail Watch form will be completed and maintained by the Classification Unit.

b.) Inmate Legal Mail may not be read for any reason.

10.) Incoming certified or registered mail for inmates shall be processed as all other mail.

a.) The Facility Commander or designee will be responsible for signing for the certified/registered mail and will ensure the mail is properly delivered to the inmate without delay.

11.) Any special delivery, such as Federal Express, UPS, overnight express mail, etc., will be accepted if the inmate has been verified to be in custody and a return address is included.

12.) Mail that is not returned to sender or provided to the inmate will be placed into the inmate's personal property.

a.) The staff member shall place the material and one copy of the receipt into an envelope or box with the inmate's name, booking number and property location clearly marked on the outside.

b.) The staff member shall attach the prepared envelope or box onto any existing property bag or box the inmate might have and return the property to the correct bin or shelf assignment.

c.) The staff member will update the inmate's property history through JMS to reflect the addition.

d.) Additional copies of the material receipt will be placed in the inmate's booking.

13.) Incoming Mail Delivery to Housing Unit

a.) The housing unit deputy is responsible for picking up mail from the facility mailroom at the beginning of each shift and after meal breaks.

b.) The housing unit deputy will distribute mail to all inmates as close to the beginning of the shift as practical.

c.) The housing unit deputy will deliver mail to the addressee only.

d.) Inmates must identify themselves by their wristband or through other means of positive identification before any mail may be delivered them.