

OUTGOING INMATE MAIL

- 1.) All mail sent from inmates housed 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 is to be sent through regular channels only.
 - a. No deputy or other employee will mail outgoing mail for an inmate.
- 3.) There is no limit on the number of letters an inmate may send, except as indicated below:
 - a.) Indigent inmates may send a maximum of two (2) letters per week (Monday through Sunday). There is no limit on indigent inmate legal mail.
 - b.) Inmates may have an unlimited amount of correspondents.
 - c.) Use of inmate mail for business purposes shall be only with the prior written approval of the Facility Commander.
- 4.) There is no limit on the number of pages in each letter.
- 5.) Inmates may send correspondence to any not-incarcerated person in any language.
- 6.) Foreign nationals held in custody in Contra Costa County Sheriff's Facilities may write the diplomatic representatives of their county of origin, utilizing U.S. Mail.
 - a.) In the case of indigent foreign nationals, where regularly provided postage is insufficient to cover postage to a foreign county, Accounting will provide sufficient additional postage to cover the postal costs of such correspondence. Indigent foreign nationals may send a maximum of two (2) letters per week (Monday-Sunday). There is no limit on indigent inmate legal mail.

- b.) Foreign nationals needing assistance in contacting their diplomatic representative, particularly in accessing appropriate addresses or telephone numbers, shall receive assistance from the Inmate Library.
- 7.) Outgoing mail will be forwarded to the U.S. Post Office within 48 hours of removal from the inmate's housing unit.
- a.) **Note:** Excluding weekends and holidays.
- 8.) Envelopes, stamps and writing material will be purchased through commissary.
- a.) Indigent inmates will receive correspondence materials for writing to family and friends in the indigent inmate kit through commissary.
 - b.) Envelopes, stamps and writing material may not be received through U.S. Mail.
- 9.) All inmates must meet all rules and regulations for mailing letters. Deliberate violations may result in disciplinary action or referral for prosecution to appropriate authorities.
- 10.) With the approval of the Facility Commander, all non-privileged outgoing mail may be read by custody staff to ensure inmate communications do not pose a threat to the safety of staff, other inmates, 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.
- 11.) All non-privileged outgoing mail may be opened if a reasonable suspicion exists that illegal contraband may be contained within the envelope or package.
- a. Outgoing mail will only be opened with the approval of the Facility Commander or designee.
 - b. The individual opening the outgoing mail will complete an incident report and crime report, if necessary.
- 12.) Outgoing Mail From Housing Unit

a.) Housing unit deputies will ensure that all outgoing mail has the inmate's full name, booking number and housing address and assignment. Housing unit deputies will return all incomplete envelopes to inmate for correction. Magazine "pull-outs" will not be accepted for mailing. Housing unit deputies will return all unsealed envelopes to inmates for sealing. Housing unit deputies will return all envelopes with any writing on it other than the name and address information of the sender and receiving party.

b.) Housing unit deputies will stamp all outgoing mail with the "Inmate Mail" stamp.

13.) Housing unit deputies will place all outgoing mail into the mail pick-up bin in the mail room at the completion of their assigned shift.