

Chapter 6 - Inmate Services

- **6-01/008.00 - Re-Routed Inmate Mail**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures within the Inmate Reception Center (IRC) for handling re-routed inmate mail.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity within IRC, specifically the mail room.

ORDER:

The re-routing of inmate mail will occur when an inmate is moved more than once from a housing location. Re-routed inmate mail shall be processed as follows:

Note: All mail, including previously opened/inspected mail, will be re-inspected prior to being re-routed

- Verify via the Automated Justice Information System (AJIS) that the inmate is still in custody and confirm their current housing location
- If the housing location is the same, mail shall be re-routed back to the same facility
- If the inmate's housing location has changed, the mail shall be routed to their current assigned housing

location

- If the inmate was released, the mail shall be returned to the sender
 - If the sender's return address is not listed, the mail room will hold the mail for no less than two (2) weeks. If the mail is not claimed or picked up within the given timeframe, the mail shall be destroyed as outlined in ***IRC's Unit Order 6-05/010.00 Dead Mail***

Mail addressed to inmates who have been released to the custody of an outside agency (e.g. California Department of Corrections and Rehabilitation) may be forwarded to the appropriate facility with the approval of the IRC unit commande

• 6-01/012.00 - Mail Room Tasks

PURPOSE OF ORDER

The purpose of this order is to establish procedures for the completion of all mail room tasks and/or assignments within the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity within the mail room at IRC.

ORDER:

IRC mail room personnel have the general duty of inspecting and processing inmate mail in addition to completing the following listed mail room tasks:

- Stamp and process outgoing mail

- Maintain all receipts used in numerical order
- Record UPS, express, special delivery and certified mail in the mail log book

Mail Inspections:

All non-legal correspondence shall be opened and inspected for contraband, drugs, prohibited items, and negotiable instruments by mail room personnel.

Mail inspection must consists of the following:

- Opening all envelopes
- Inspect for prohibited materials and negotiable instruments
- Tearing out the lining of the envelopes and discarding it
- Securing loose items in the envelope after inspection
- Writing "photos only" on envelopes containing only photographs

Following the inspection of the correspondence, the clerk will:

- Underline the booking number
- Rewrite illegible names, booking numbers, and misspelled names to correspond exactly with data in the Automated Justice Information (AJIS)
- If correspondence is received with an "also known as" (AKA) name, line out the AKA and write in the correct name and booking number
- Mail received in window envelopes; write the inmate's name, booking number and facility location on the envelope
- Do not write information on the envelope if it is legal mail or voting materials other than sample ballots

After the mail has been inspected, it shall be sorted by facility. Due to the large volume of mail for Men's Central Jail (MCJ), mail addressed to MCJ shall be sorted by module.

Prohibited Mail Received:

Inmates are not allowed to receive items through the mail that can be purchased from jail stores. Items such as pornographic photographs and certain greeting cards are unacceptable for delivery. Examples of these items are:

- Musical cards
- Oversized cards
- Decorative glitter type cards
- Three dimensional cards
- Contraband

Any mail containing a driver license, California ID, social security card, bank books, jewelry, religious objects, etc., received with correspondence, shall be returned to the sender. If there is no return address, or the item is deemed unacceptable for delivery, the item must be placed in the inmate's booked property.

A Record of Valuables triplicate form (SH-J-370) will be completed whenever items are removed from any received correspondence. A copy of the Record of Valuables form will go into the inmate's booked property to outline the disposition of the property. The property room as well as, the mail room, shall maintain a copy on file.

All narcotic contraband and questionable items shall be given to the mail room supervisor who is responsible for turning it over to the civilian entry deputy with the appropriate memo.

All rejected and undeliverable mail will be returned to the Post Office. A log will be maintained of returned packages.

• 6-02/007.20 - Acceptable Released Inmate Identification “ Cashier Section

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for cashiering personnel assigned to the Inmate Reception Center (IRC) in the identification of inmates processing for release.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those working in the IRC cashier's office.

ORDER:

IRC Cashiering personnel shall adhere to the following procedures regarding acceptable identification for inmates who are processing for release from custody. Inmates who are processing for release shall be directed to the cashiering windows by custody personnel, for retrieval of all monies in their inmate accounts.

All released inmates requesting money should be wearing a Los Angeles County Jail wristband. In the absence of a wristband, the following is considered acceptable for the purposes of identification to release money:

- Valid driver's license
- Valid Government issued identification card
- Alien registration card
- Passport
- Picture Identification from a penal institution

If the inmate is unable to provide any of the above listed forms of identification, cashiers may obtain, through the Automated Justice Information System (AJIS), distinct information which is specific to the inmate (i.e., birth date, driver's license number, and arrest charge).

Additionally, cashiers may use physical descriptors depicted/listed in the Los Angeles County Regional

Identification System (LACRIS) to assist in positively identifying the inmate. If the amount of money to be released is exceptionally large, cashiers should consider calling upon sworn personnel to assist in the identification process by fingerprinting the person at the window and comparing this to the fingerprints on file in their booking jacket.

For additional information on inmate trust funds or inmate money, please refer to ***Custody Division Manual (CDM) Section 5-06/015.00 Inmate Trust Funds*** or ***CDM Section 5-06/020.00 Inmate Money***.

• Inmate Trust Fund Deposits by Approved Vendors

PURPOSE OF ORDER

The purpose of this order is to establish procedures for the acceptance of deposits into an Inmate's Trust Account by an approved vendor who has been vetted by the Department. The vetting shall consist of a review of vendors' business practices and credentials presented by the vendor to the IRC executives ensuring compliance with applicable laws. Additionally, the vendor will be required to sign an agreement with the IRC Inmate Trust Unit which will outline the parameters of service.

SCOPE OF ORDER

This order shall apply to all personnel assigned to and/or working in any capacity at the Inmate Trust Unit.

ORDER

Inmates will be allowed to have a maximum of \$300 in a trust fund account for their use during their stay in a custody facility. Trust fund account expenditures include, but are not limited to, phone cards, vending, commissary, and third-party withdrawals. An exception to the \$300 trust fund account limit shall be made for inmates who had more than \$300 in their possession at the time of their arrest and did not release that money during the booking process. Such inmates shall not be allowed to receive deposits until their account contains less than \$300. Deposits that place an account over the \$300 limit shall be refused or mailed back to the sender. The maximum amount that an inmate may withdraw for personal use is \$195 a week. This includes money spent for phone cards, vending, and commissary. There is no maximum transaction (i.e., deposits) limits by approved vendors (listed) per day. All third party deposits made at the Cashier window will require a valid governmental identification, with photo. This includes all identification issued by foreign governments, as well as those issued by local, state, or the federal government. For each transaction made by a third party whose identification is one other than a California identification card or driver license, cashier personnel shall make a color copy of the identification document and attach it to the deposit or withdrawal slip. Additionally, the approved vendor representative shall present their vendor credentials. The Trust Account parameters noted above pursuant to Custody Division Manual 5-06/015.00, Inmate Trust Funds shall be adhered to. A list

of approved vendors is noted below.

1- Inmate Money Express (Cash 2 Jail).
