

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***.

- **6-04/007.30 Release of Property (Only) To Third Parties**

PURPOSE OF ORDER:

To establish policy and procedures for all personnel of the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

Evidence & Property Custodians (EPC) are authorized to release an inmate's personal property to third parties upon receipt of a properly completed form.

**** Evidence & Property Custodians may accept fax copies of release orders from Deputy personnel for inmates housed at any of the various custody facilities. We should be willing to accept this paperwork in lieu of the actual "blue" form or other letter format, if the third-party visitor is not able to go to the current housing location of the inmate desiring to release their property. In this instance, EPCs should contact deputies at the housing location and request their assistance in providing this paperwork.**

It should be noted that Evidence & Property Custodians must release **ALL** property included in the sealed bag when presented with the "Approval to Release Property" form. It is our stated intention to release all the property, although exceptions may be made in some particular instances. If any EPC is unsure as to any transaction, they should check with the unit manager or Watch Commander.

After receiving this "Approval to Release Property" form, Evidence & Property Custodians shall:

- Obtain valid identification from the person requesting the property and check the physical description of the person against the description written on the I.D. Question any discrepancies. A copy of the I.D should be made to keep a record of the person retrieving the property.
- Retrieve the property belonging to the affected inmate.
- Open the property bag in front of the third party and verify the contents according to the inventory information written on the front of the Booking Slip. Each item described in the "property" section of the booking slip must be individually marked off to denote recovery of and delivery to the person taking possession of the items.
- In the case of "Bulk Property", Evidence & Property Custodians releasing these items must open the container (purse, bag, plastic bag, etc.) and individually inventory each item included therein.

It is NOT sufficient to list the content of any bulk property as "purse", "Plastic bag", "zippered bag", etc., etc., etc. These items MUST be inventoried.

- After performing the inventory of the items, the Evidence & Property Custodian assigned to this task shall obtain the signature of the individual accepting the property, and note on the back of the booking slip, that person's name, address, phone number, form of identification used to positively identify the third party, and relationship with the inmate affected by this transaction.

- If any items are found to be missing from the package, the Evidence & Property Custodian handling the transaction shall obtain and cause to be completed, a "Missing Property Complaint Report". The proper procedure for completing this process is described in section 6-04/010.20 of this manual. The missing property should also be circled on the booking slip.
- The EPC shall also present to the person accepting the items, a "Prisoner Claim for Missing or Damaged Property" form. This form should be completed by the inmate and returned to the Inmate Reception Center.
- After all property is released, and no problems are encountered, the Booking Slip and Release of Property form are stapled together and filed according to the inmate's booking number (last three) in the boxes specifically designated for this purpose.

- This filing procedure must be accomplished by the end of each shift, every day.
- When a third-party inquiry about retrieving property via phone, letter, email or in person, EPCs must check JIMS to verify the status of the property. If the property is within 14 days of its Purge date (120 days after release) a hold will be placed on the property for an additional 30 days from the date the inquiry is received.
- A Hold label will be placed on the property to avoid accidental purging. Mark the Hold label with the new purge date.
- Ensure continued correspondence is maintained between the third party and the IRC Property to coordinate the release of the property.
- An additional 15-day hold may be placed on the property beyond the initial 30-day hold (45 days total) if necessary to accommodate the release of the property.
- The hold may be removed after the property has been released to the third party or the 30-day (45 day maximum) hold has expired and there has been no communication.
- Additional holds may be placed, at the unit commander's discretion, if there is continued communication with the third party.

**• Inmate Trust Fund Deposits by Approved Vendors *RESCINDED
09/19/25***

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