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