

## 5-08-070 Inmate Mail Correspondence

**Reference:** MPP 5-03/190.00, 5-03/190.25, 5-03/195.00, CDM 5-06/010.00, 5-06/070.00, 5-06/080.00; CCR TITLE 15 Sections 1063 and 1083(h)

### PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the handling of incoming and outgoing inmate mail.

### SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility, particularly personnel assigned to inmate services.

### ORDER:

PM shift inmate services personnel shall be responsible for all incoming and outgoing inmate mail. When handling inmate mail, all rules and regulations set forth in Section 5-06/070.00 through 5-06/090.00 of the Custody Division Manual (CDM) shall be adhered to.

#### Outgoing Mail

Inmates shall place all outgoing mail in the inmate mailbox, located in front of Barrack\_30. Envelopes shall be placed in the mailbox, unsealed, for security screening. Inmate services personnel shall collect mail on a daily basis, on PM shift.

All outgoing mail shall be checked for contraband, appropriate postage, proper addressing, and protocol. Inmate services personnel shall personally deliver the mail to the PDC main gate by 1700 hours for pick up.

#### Incoming Mail

Incoming mail shall be dropped off at the in/out shack by the PDC South Facility law enforcement technician (LET) at approximately 1400 hours. The LET shall log the date and time into the mail log kept at the in/out shack.

Inmate services personnel shall retrieve all incoming mail from the in/out shack, separate and inspect it. Inmate services personnel shall separate out all legal mail and check all routine correspondence for contraband. All magazines shall be checked for appropriateness of content.

Once the mail is separated and searched for contraband, inmate services personnel shall deliver all mail correspondence, minus legal mail, to the compounds. All mail delivered to the compounds shall be distributed

during AM and PM shift by compound personnel. Mail which is determined undeliverable because the inmate is no longer housed at South Facility, at work, at court, or not responding to personnel (e.g., in shower/restroom etc.) shall be rerouted immediately back to inmate services for further processing. Mail shall not be placed in drawers, cabinets or left unattended at the officer staff stations.

#### Legal Mail

Legal mail shall be collected and distributed by inmate services personnel. All outgoing legal mail shall be searched, sealed, and initialed per CDM procedures. All incoming legal mail shall be processed per CDM procedures.

#### Confidential Correspondence

A confidential correspondence is defined as any inmate correspondence with State and Federal courts, an active member of any State Bar Association, holder of public office, the State Board of Corrections, the unit commander or any official of the Sheriff's Department.

- Personnel shall not read confidential correspondence but shall have the inmate display the contents of the envelope to ensure that no money or contraband is enclosed.
- There shall be no limit to the number of pieces of confidential correspondence sent by an inmate.

#### Contraband Received In The Mail

Plastic cards, combs, and pornographic photos or images are considered contraband. Inmates shall respond to the inmate services office to mail home or destroy any contraband found in their mail.

#### Limitations On Mail

There is no limitation on the number of personal letters received or sent by an inmate. However, all inmate property, including mail and store items, must fit inside one (1) "new generation inmate property bag." Any amount of correspondence or photographs in excess shall be considered contraband and sent home, or disposed of without compensation, by the inmate.

Permission to write other incarcerated persons, in any institution (County, State, or Federal), is not required. Other institutions may return mail if not in compliance with their rules.

Any "suspicious mail" shall be brought to the attention of the watch commander and shall be processed at his/her direction.

Inmate mail shall not be read by personnel unless there is a valid security reason to justify such action and the unit commander approves.

#### Indigent Mail

Inmates who do not have money in their account shall be permitted to request indigent kits from commissary. Commissary shall check the validity of the inmate's request and check the inmate's account. An indigent kit shall be provided which will include writing material. If the inmate receives money on their account during their incarceration, the money shall be deducted appropriately.

**Revision Date 06/26/20**

**09/25/95 SOUF**

---