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.

<u>Prohibited Mail Received:</u>

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.