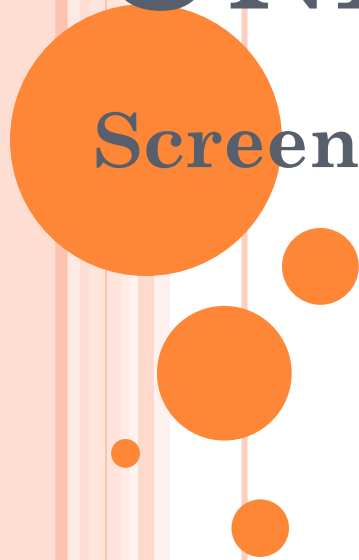


UNIT 18

Screening & Distribution of Mail



COURSE OBJECTIVES

- Identify the laws, publications and regulation that govern the screening and distribution of mail
 - Title 15
 - Cal. Penal Code Section 2601
 - Detentions Policy & Procedure P.3
- Define Legal Mail
- How to process non-legal and legal mail
- Procedures for handling returned mail
- How to identify and handle unauthorized communications and contraband
- How to distribute the mail



BEFORE YOU START...

- **WHAT DO YOU NEED TO KNOW??**

- Is the inmate in custody?
- Do they have a mail hold?



TYPES OF MAIL

- Letters (envelopes)
- Postcards
- Electronic email messages
- Periodicals, magazines, and new books



CA. PENAL CODE **2601**

GUARANTEED RIGHTS

- (c) (1) To purchase, receive, and read any and all newspapers, periodicals, and books accepted for distribution by the United States Post Office. Pursuant to this section, prison authorities may exclude any of the following matter:
 - (A) Obscene publications or writings, and mail containing information concerning where, how, or from whom this matter may be obtained.
 - (B) Any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence.
 - (C) Any matter concerning gambling or a lottery.



CA. PENAL CODE 2601

GUARANTEED RIGHTS

- (2) Nothing in this section shall be construed as limiting the right of prison authorities to do the following:
 - (A) Open and inspect any and all packages received by an inmate.
 - (B) Establish reasonable restrictions as to the number of newspapers, magazines, and books that the inmate may have in his or her cell or elsewhere in the prison at one time.



TITLE 15

Minimum Standards for Local Detention Facilities

Section #1063 – Correspondence

The Facility Administrator shall develop and implement written policies and procedures for correspondence which provide that:

- There is **no limitations** on the volume of mail that an inmate may **send** or **receive**
- Inmate mail may be read when there is a valid security reason and the facility manager or his/her designee approves



TITLE 15

Minimum Standards for Local Detention Facilities

Section #1063 – Correspondence

- Those inmates who are without funds shall be permitted at least 2 postage paid letters each week to permit correspondence with family and friends, with no limitation on the number of postage paid letters to his or her attorney or to the courts



TITLE 15

Minimum Standards for Local Detention Facilities

Section #1063 – Correspondence

- Jail staff shall not review inmate correspondence to or from State and Federal Courts, any member of the State Bar, holder of public office, or the States Corrections Standards Authority; however, jail authorities may open and inspect such mail to search for contraband, cash, checks, or money orders **AND in the presence of the inmate**

LEGAL MAIL



TITLE 15

Minimum Standards for Local Detention Facilities

Section #1063 – Correspondence

- Inmates may correspond confidentially with the facility manager or the facility administrator

LEGAL MAIL



CA. PENAL CODE 2601

GUARANTEED RIGHTS

- (b) To correspond, confidentially, with any member of the State Bar or holder of public office, provided that the prison authorities may open and inspect incoming mail to search for contraband.

LEGAL MAIL



PROCESSING INCOMING LEGAL MAIL

- Email messages received via the Inmate E-mail System are NOT considered Confidential Mail
- Open the mail in front of the inmate
- Scan the contents. Do not read!
- Look for contraband

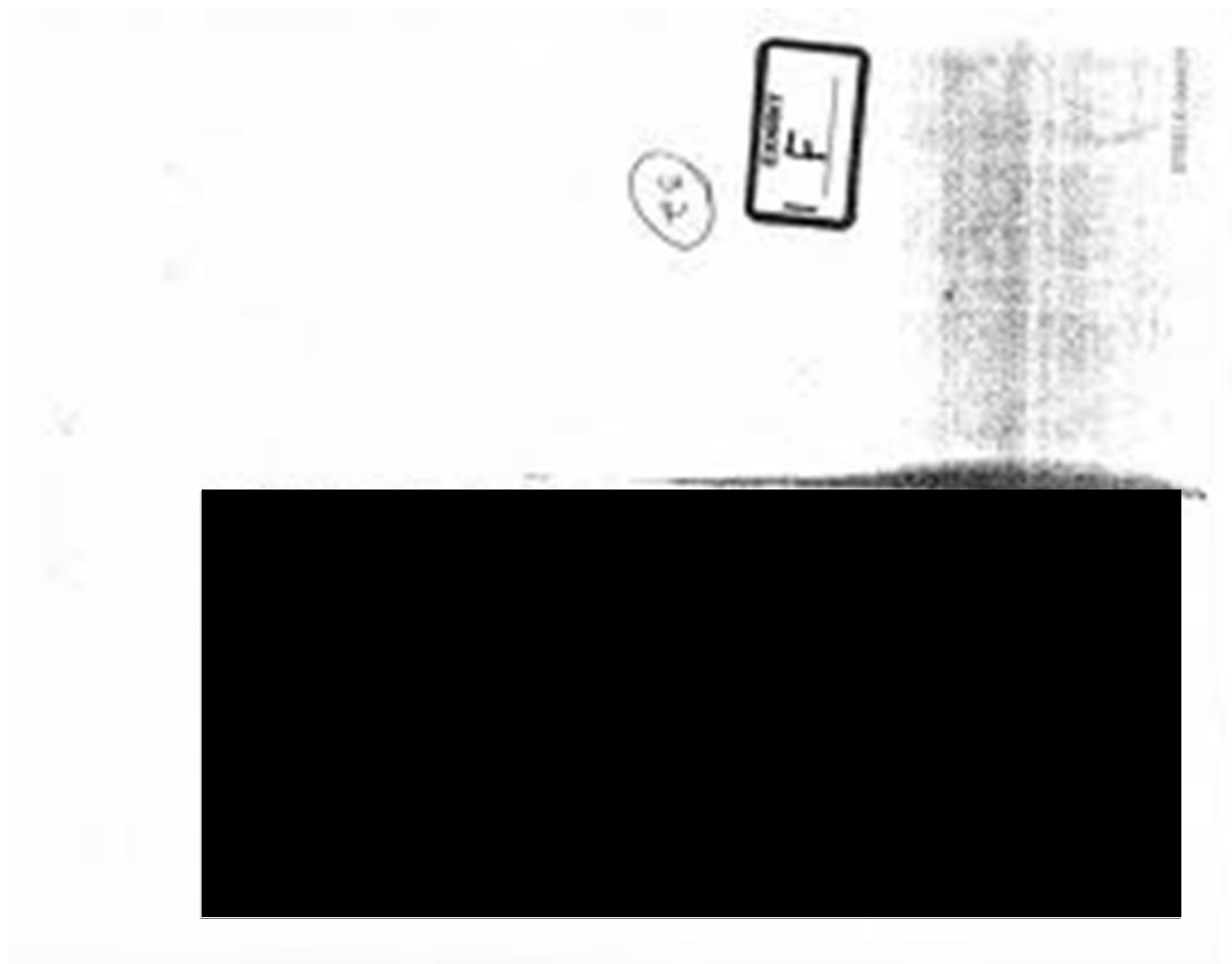


LEGAL MAIL

- They are aware Legal Mail is not read by jail staff
- They will attempt to pass personal correspondences as Legal Mail
- Look for the following:
 - How is the mail addressed?
 - Type of postage?
 - How are the contents written?



LEGAL MAIL?



LEGAL MAIL?





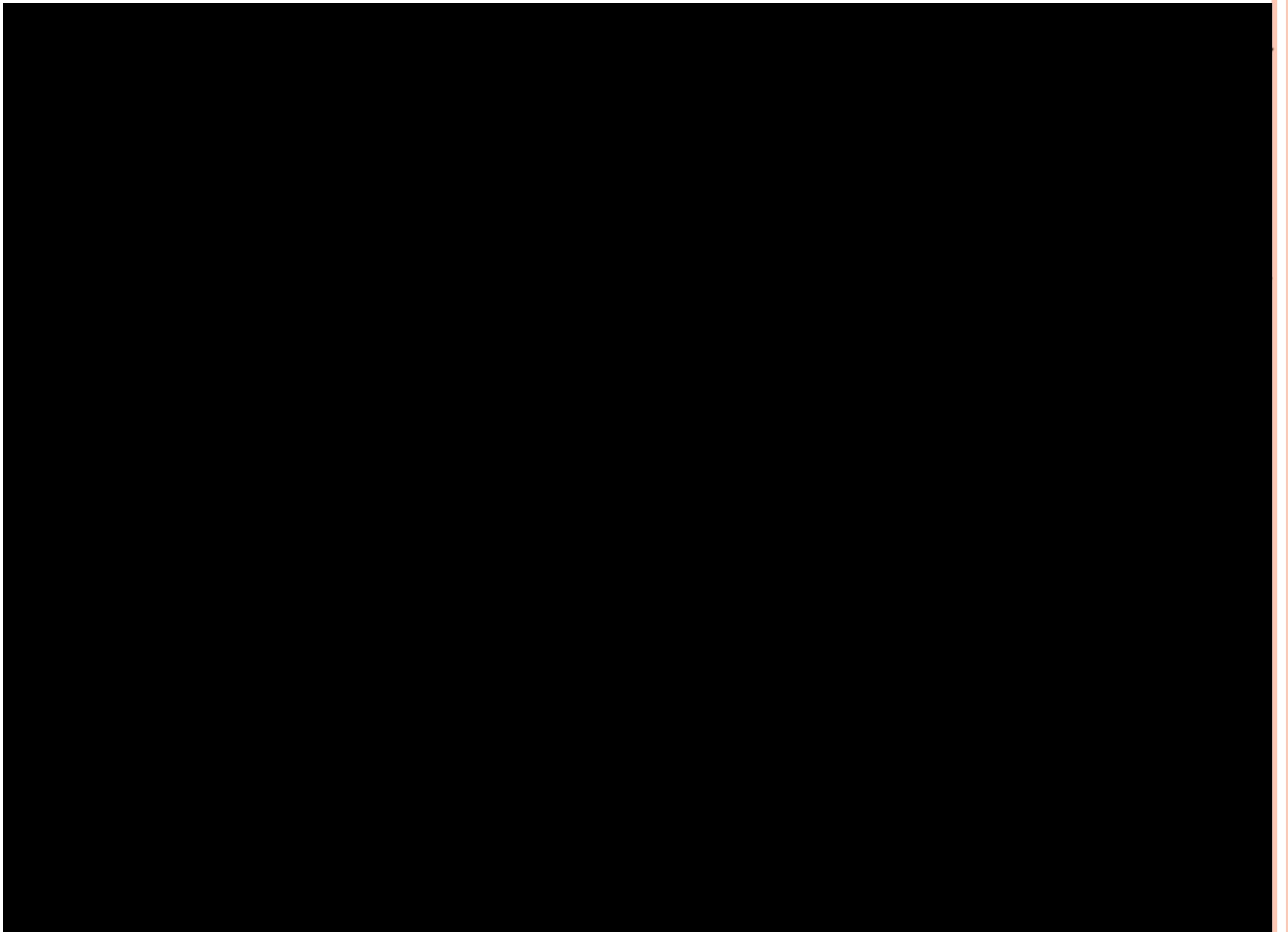
PROCESSING NON-LEGAL MAIL

- ALWAYS wear gloves when handling incoming and outgoing mail
- Ensure the inmate is in custody, via JIMS
 - Out of Custody – **“RTS” Return to Sender**
 - Forward to current San Diego County detention facility
- Identify and process Mail Holds
- Remove anything affixed to the letter/envelope
 - Stamps





Hosted @
theYNC.com





John

GHOST WRITING

CHINO THIS OTHER LETTER

Impressions with an empty ballpoint pen

E-MAIL CORRESPONDENCES

- Incoming ONLY!
- Printed on yellow paper
- Housing Deputies or Inmate Processing will printout and distribute the emails to the appropriate housing unit



by

The Detentions Training Unit



MAGAZINES, PERIODICALS & BOOKS

- Must come directly from a distributor (i.e. Amazon, Barnes & Noble, etc.)
- Inmates are allowed to possess up to a combination of 6 magazines and/or new soft cover books
- Excess maybe donated to the jail library or thrown away



MAIL REJECTION

- Department Policy and Procedure P.3
- Contents Unacceptable Notice (J-320)

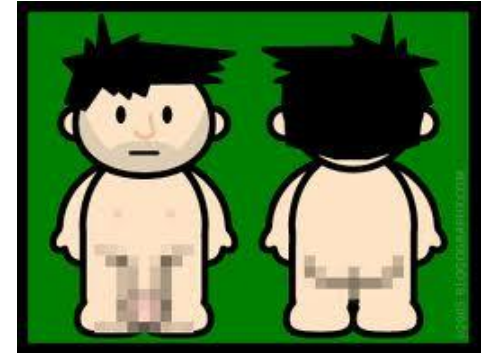


REASON FOR REJECTION



- Altered from their original form, including added layering, backing or wrappings
- Items affixed or attached.
- Marked with paint, crayon, glitter, labels, cloth, string, watermarks, stains, lipstick or cosmetics, contain perfume or stickers (excluding US postage stamps)





- Depicting nudity, obscenities, suggestive images or other offensive materials
- Depicting weapons, gang references, criminal activity, codes or markings
- Depicting or containing writings, images or references that may incite violence, riot, racism or threaten the security of any San Diego County jail facility



MAGAZINES, PERIODICALS & BOOKS

- No hardcovers
 - Facility Commander may allow hardbound books that are less than 7" x 10"
- No softcover books with wire and/or spiral binding.
- No material advocating the use of violence, criminal activity, violation of any criminal law or violation of facility rules & regulations.
- No nudity



CONTRABAND FOUND IN MAIL

- Money
- Drugs
- Stamps / Envelopes
- Drawings
- Paperclips / Staples
- Music chimes
- Nude photographs
- Paper/ envelopes



REJECTION OF BOOKS, LETTERS OR UNACCEPTABLE POSTCARDS

- The material will be returned to the sender (RTS).
- If an item of mail contains contraband or illegal items, a Crime Report will be written in NetRMS
- If there is no return address, the material will be handled as contraband and disposed of in an appropriate manner.





California Dreaming

Johnny
500
CHula
M...



INFORMAL DISCUSSION OF THE CHANGES IN THE SUPPORT COURSE

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San Diego County SHERIFF'S DEPARTMENT

CONTENTS UNACCEPTABLE NOTICE

INMATE'S NAME _____ BKG. # _____

<input type="checkbox"/> SAN DIEGO CENTRAL JAIL (SDCJ) 1173 Front Street San Diego, CA 92101	<input type="checkbox"/> GEORGE BAILEY DETENTION FACILITY/ FACILITY 8 (GBDF/FAC 8) 446 Alta Road, Ste 5300 San Diego, CA 92158	<input type="checkbox"/> EAST MESA REENTRY FACILITY (EMRF) 446 Alta Road, Ste 5200 San Diego, CA 92158
<input type="checkbox"/> LAS COLINAS DETENTION & REENTRY FACILITY (LCDRF) 451 Riverview Parkway Santee, CA 92071	<input type="checkbox"/> SOUTH BAY DETENTION FACILITY (SBDF) 500 Third Avenue Chula Vista, CA 91910	<input type="checkbox"/> VISTA DETENTION FACILITY (VDF) 325 S. Melrose Drive Vista, CA 92081

SENDER NAME _____

SENDER ADDRESS _____

(NOT AVAILABLE/NOT LEGIBLE)

YOUR MAIL WAS RETURNED TO SENDER PLACED IN YOUR PROPERTY DUE TO THE FOLLOWING:

LETTERS/POSTCARDS	BOOKS/PUBLICATIONS
<input type="checkbox"/> Blank Postcards	<input type="checkbox"/> Not Directly from Publisher
<input type="checkbox"/> Altered, Pre-used or Layered	<input type="checkbox"/> No Packing Slip or Proof of Purchase
<input type="checkbox"/> Regular/Drawing paper	<input type="checkbox"/> Exceeds 3 Book/Magazine Limit
<input type="checkbox"/> Cardboard, Heavy Cardstock	<input type="checkbox"/> Hardbound
<input type="checkbox"/> Black or Dark Cardstock	<input type="checkbox"/> Soft Cover (Weight more than 1 pound)
<input type="checkbox"/> Plastic Covered	<input type="checkbox"/> Leathered
<input type="checkbox"/> Cloth Material	<input type="checkbox"/> Plastic
<input type="checkbox"/> CD or DVD	<input type="checkbox"/> Metal
<input type="checkbox"/> Glue, Glitter, Ribbon, String or Bows, Stickers	<input type="checkbox"/> Spiral Bound (plastic or metal)
<input type="checkbox"/> Foliage (leaves, flower petals)	<input type="checkbox"/> Blank Journals
<input type="checkbox"/> Foam Rubber, Metal, Foil, Plastic	<input type="checkbox"/> Nudity, Sexual Activity
<input type="checkbox"/> Heavy Crayon, Ink Drawing, Watercolor Paint	<input type="checkbox"/> Writing, Notes, Highlighted Words (used)
<input type="checkbox"/> Lip Gloss, Lipstick	<input type="checkbox"/> Name of Books/Publication: _____
<input type="checkbox"/> Unknown Substance (scents, fluids, etc.)	_____
<input type="checkbox"/> Watermarks, Stains, Heavy Cologne	_____
<input type="checkbox"/> Correction Fluid	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Nudity, Sexual Activity	(WITH SUPERVISOR APPROVAL)
<input type="checkbox"/> Other: _____	

GENERAL CONTENTS

Items that promote or are related to: Violence, Weapons, Hatred, Drugs, Racism, Gangs/Mafia, Criminal Codes (including Writings, Tattoo, Photos)

Items Promoting or Related to Manipulation or Deception

Packages not from a book company

Posters

Blank Paper or Stationery, Blank Envelopes, Postage Stamps

USPS Rejected Letter Reason: _____ Date: _____

APPEAL PROCEDURE

INMATES: If you disagree with this decision, you may appeal by following the facility Grievance Procedures within ten (10) business days of this notice. You must address your appeal using a Grievance Form to the Facility Commander. The appeal must include the sender's or publication name and all the reasons that you disagree with the decision. Any reasons not included in the written appeal will not be considered. If the appeal does not contain all of the required information, it will not be considered. Further appeals will comply with the facility Grievance Procedures.

PUBLIC/SENDER: If you disagree with this decision, you may appeal within ten (10) business days of the date of this notice. Your appeal must be postmarked and sent certified mail to: Facility Commander at the Housing Facility address as indicated above. To be considered, the appeal must include a description of the mail item or name of the publication, the name and booking number of the inmate, a contact person's name and address and all of the reasons that you disagree with the decision. You will be notified of the decision on the appeal within ten (10) business days of the receipt of your appeal.

AUTHORIZING EMPLOYEE: _____ DATE: _____



GANG AFFILIATIONS

- Inmates often receive mail which may indicate gang affiliation. The contents may contain the following:
 - Nicknames or A.K.A.'s
 - Gang Names
 - Drawings of gangsters
- Forward copies of Gang Affiliations to the Gang Unit



SAFETY & SECURITY THREATS

- Escape related material
- Codes
- Pending court cases
- Threats of violence or criminal activity



DISTRIBUTION OF INMATE MAIL

All acceptable income & outgoing mail and packages shall be sent or delivered as soon as possible and shall not be held more than 24 hours



DISTRIBUTION OF INMATE MAIL

- Give the mail directly to the inmate
- Verify their identity by their wristband
- If the inmate is not in the housing unit during mail distribution, hold the mail until he/she comes back
- **DO NOT** give mail to their cell mate/bunk mate
- **DO NOT** leave their mail on their bunk



DISTRIBUTION OF INMATE MAIL

- Unless the inmate is absent from the floor, the housing unit deputy shall see that all mail is delivered to the inmate prior to the end of their shift
 - Hospital
 - Safety Cell
 - Disciplinary Isolation



PROCESSING OUTGOING LEGAL MAIL

- The inmate may bring you the mail for inspection
- You may find it already sealed in the mailbox
 - Open the mail in front of the inmate
- Scan the contents. Do not read!
- Seal the envelope and put your initials and Arjis number across the seal



CONSEQUENCES OF PROCESSING LEGAL MAIL INAPPROPRIATELY

- The inmate's case can be thrown out
- A Deputy can be sued
- Legal liability
 - A Deputy can be prosecuted



MISHANDLING OF INMATE MAIL

- Legal liability
- Cause resentment from the inmates
- May increase tension
- Mistrust
- Physical altercation between an inmate and a Deputy



DOCUMENTATION

- If an item of mail contains contraband or illegal items, a Crime Report will be written on NetRMS.
- 4573 PC



INDIGENT INMATES

- Welfare pack - Distributed once a week to inmates who have less than \$2 on their account
 - 2 stamped envelopes
 - Bar of soap
 - Toothbrush & toothpaste
 - Deodorant
 - Shampoo & comb
- Unlimited postage paid correspondence with his/her attorney and the courts
 - Request through the Counseling Office

