

## SDSD Detention Services Bureau- East Mesa Reentry Facility

Date: 01/23/22  
Number: P.3.M Subject:  
INCARCERATED PERSONS MAIL  
Related Sections: DSB P&P B5

### PROCEDURE:

All incoming U.S. mail for EMRF will be received, sorted, and forwarded to the Mail Processing Center (MPC) located at the Las Colinas Detention and Re-Entry Facility (LCDRF) for processing. The MPC will be responsible for printing all incarcerated persons e-mails, **Govt. Code 6255(a)** and scan all incoming mail (except for legal mail). Sheriff's Transportation Unit (STU) will be responsible for the pick-up and drop-off of the mail to EMRF and LCDRF.

- Detentions Processing Division (DPD) will receive incoming mail each day from CPC. After separating out legal mail, incoming mail, periodicals, books, parcels, etc., the mail will be placed in large **PURPLE** plastic bags and placed in the pick-up/drop-off point in Processing. Mail going to the MPC must be ready for pick up by the STU (first busses and last busses of the day).
- DPD will place the sorted **legal mail** **Govt. Code 6255(a)** for distribution by deputies.
- The STU is responsible for transporting mail to and from EMRF. **Govt. Code 6255(a)**  
**[REDACTED]** The Processing Control Deputy should ensure STU Deputies have access to this area.
- STU will also deliver previous days scanned incoming incarcerated persons mail in large **BLUE** plastic bags. This mail will have been scanned and sorted into paper bags with the housing unit indicated on the bag.
- Once the **BLUE** plastic bag(s) are delivered by the STU, **the EMRF Transportation, or Inside Kitchen Deputy is responsible for delivering the bag(s) to EMRF Control, so Nightshift Deputies can retrieve and distribute the mail to their assigned housing unit.**
- All plastic bags will be disposed of after the initial use.
- *A lockable, brown canvas bag may be accompanying the mail bags. Incoming canvas bags must be taken to the Central Sergeant for processing of its contents. The outgoing canvas bag will be placed in a purple bag for MPC.*
- **All outgoing mail will be sent out from the facility directly per the current practice.** However, outgoing mail should be diligently scanned; **Govt. Code 6255(a)**  
**[REDACTED]**
- Any Grievances regarding the new mail procedure shall be handled by a Sergeant in accordance with Department Policy and Procedure.
- Appeals for rejected mail will be handled by the facility. This will require contacting MPC for details of the rejection to settle the matter.
- Facility Team Sergeants will be responsible for approving NetRMS reports generated from MPC. The facility responsible will be the facility where mail was intended for delivery.
- MPC Staff will notify the Watch Commander via phone and email with the case number.
- The Watch Commander will route the case to a Sergeant for approval.