

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE:	MAY 3, 2021
NUMBER:	P.3.G
SUBJECT:	INMATE MAIL

PROCEDURE

I. INCOMING MAIL

- A. All incoming U.S. mail is thoroughly screened and inspected at the Mail Processing Center (MPC). The mail is then transported to GBDF, via the Prisoner Transportation Detail (PTD). The Detention Information Assistants (DIA) sort through all items of mail and place them into their respective housing mail drawers located in the DIA area.
- B. At the beginning of the shift, the assigned night shift deputies will pick up all the mail from their respective housing mail drawers. The deputies will take the mail to the housing unit and sort it by module. While sorting the mail, deputies will conduct a secondary screen for drugs, sexually explicit material, and/or contraband.
- C. The distribution of all acceptable incoming U.S. mail, emails, and books is to be completed no later than the inmate breakfast meal, the following morning. If an inmate is no longer housed in a specified house, the mail will be returned to DIA for redistribution. All mail shall be handed directly to the inmate the mail is addressed to and no one else.

II. OUTGOING MAIL

- A. All outgoing mail should be collected nightly by the deputies assigned to each housing unit. The mail should be thoroughly screened and inspected. All inmate requests should be screened for content and sorted for distribution to the correct destination.
- B. Once sorted, all outgoing mail will be sorted into the appropriate outgoing mailboxes in the DIA area.