

SDSD Detention Services Bureau – Las Colinas Detention and Reentry Facility Green Sheet

DATE:	MARCH 28, 2022
NUMBER:	P.3.L
SUBJECT:	INCARCERATED PERSON MAIL

PROCEDURE

The USPS will deliver all incoming mail to the front lobby. The Detentions Processing Division (DPD) staff will initially sort the mail and forward items including professional, employee and confidential mail when appropriate. The DPD staff will place the sorted legal mail into a mobile mail cart labeled with the respective housing unit for distribution by deputies.

- A. All incoming non-legal mail will be processed by the Mail Processing Center (MPC) and placed in the mail cart after being processed. The MPC staff is responsible for printing all incarcerated person emails, processing all incoming mail holds and scanning all incoming mail (with the exception of legal mail). Incoming slips for mail items will be prepared at the MPC. The MPC staff will place sorted mail and incoming slips into the mail cart labeled with the respective housing unit for distribution by deputies.
- B. Any checks/money orders processed by the MPC for LCDRF will be secured in a locked money bag. The MPC staff will deliver the locked money bag to the intake sergeant. The intake sergeant will remove the items from the locked money bag and assign a deputy/deputies to process the checks/money orders accordingly.
- C. At approximately 1700 hours, DPD staff will roll the mail cart out to the briefing area for deputies to pick up. Any boxes containing books that do not fit into the cart drawer will be placed on the top of the cart of the housing unit it contains. Cloth bags will be available for sworn staff to put the mail into. When not in use, the mail carts will be located in the DPD office area.
- D. The distribution of the incoming mail will be done by housing deputies. If the mail is not distributed prior to night count, it will be distributed before or during breakfast meal. Mail will be handed directly to the incarcerated person to whom it is addressed and to no one else.
- E. Housing unit deputies are responsible for scanning all outgoing mail, processing mail holds and completing incoming/outgoing slips as necessary.
- F. Grievances regarding the new mail procedure shall be handled by the facility team sergeants in accordance with Department Policy and Procedure.