

**SDSD Detention Services Bureau—San Diego Central Jail Green Sheet**

<b>DATE:</b>	<b>March 7, 2022</b>
<b>NUMBER:</b>	<b>P.3.C.1</b>
<b>SUBJECT:</b>	<b>INCARCERATED PERSON MAIL</b>

**PROCEDURE**

Each housing floor at the San Diego Central Jail (SDCJ) will have a designated bin located in the 1<sup>st</sup> floor information area for incoming and outgoing incarcerated person mail. The night shift housing deputies will be responsible for picking up their mail from the 1<sup>st</sup> floor for distribution. Prior to the end of shift, the night shift housing deputies shall ensure that all outgoing incarcerated person mail is dispersed in the correct destination bin.

**I. INCOMING MAIL**

- A. All incoming mail (including emails) will be delivered to SDCJ from the Mail Processing Center (MPC) via the Prisoner Transportation Detail (PTD).
- B. Any checks/money orders processed by the MPC will be secured in a locked canvas bag. PTD will deliver the locked canvas bag to SDCJ. The processing sergeant will remove the items from the canvas bag and appoint deputies to process the checks/money orders accordingly.
- C. The distribution of incoming mail will begin as time permits but is to be completed no later than the breakfast meal (absent exigent circumstances). The mail will be handed directly to the individual to whom it is addressed and to no one else.

**II. REJECTION OF INMATE MAIL**

- 1. All rejected mail will be processed by the MPC.

**III. HANDLING OF LEGAL MAIL**

- A. Incarcerated person Processing Division (IPD) staff will place any mail deemed legal, confidential and post-release programming or service agency mail into a designated mail bin. Once per shift, the pro-per deputy will x-ray the mail for contraband.
- B. The pro-per deputy will place legal mail for pro-per incarcerated persons in the pro-per counselor's office. The pro-per deputy will be responsible for logging the incoming legal mail in the pro-per incarcerated persons file and inspecting the legal mail in the presence of the pro-per incarcerated persons prior to distribution.
- C. A correctional counselor may review mail received from post-release programming or service agencies for authenticity.

**INCARCERATED PERSON MAIL**

- D. Legal mail, confidential mail and mail from post-release programming or service agencies for non-pro-per inmates will be placed in the appropriate housing floor bin after it is x-rayed. Housing deputies will be responsible for opening and inspecting the legal or confidential mail in front of the incarcerated person.
- E. Verification of attorney's names and addresses may be obtained through the attorney locator function on The State Bar of California website: [www.calbar.ca.gov](http://www.calbar.ca.gov)
- F. In the absence of the pro-per deputy, legal and confidential mail may be processed by the visit deputy or other deputy as assigned by the watch commander. The correctional counselor assigned to the Law Library will be responsible for providing an accurate list of pro-per incarcerated persons to the appropriate deputies to ensure pro-per legal mail is routed to the Law Library.