

<b>DATE:</b>	<b>MAY 20, 2022</b>
<b>NUMBER:</b>	<b>P.3.S</b>
<b>SUBJECT:</b>	<b>INCARCERATED INDIVIDUAL MAIL</b>

**PROCEDURE:**

A. Incoming Mail

1. All incarcerated individual mail is to be received by the Detentions Processing Technicians (DPT). The DPT's will sort the mail and remove any items identified as legal mail. All incoming non- legal mail and books will be routed to the Mail Processing Center (MPC) warehouse located at Las Colinas Detention and Reentry Facility using a purple bag via Sheriff's Transportation Unit (STU). Legal mail will be placed in the appropriate housing unit box and distributed by housing unit deputies. The Night shift Control Deputy will make sure all unprocessed mail is inside the purple bag ready to be collected by PTD before the end of shift.
2. STU will collect all processed incoming mail, emails and books from the MPC warehouse and deliver them to the facility the following day after pick up excluding weekends and holidays in a blue bag. All emails will be printed at the MPC warehouse. The designated mail pickup and drop off area is Control inside the basket labeled "MAIL". The day shift Control Deputy is responsible for placing the processed mail in the appropriate housing unit box.
3. All security items (checks, money orders, etc.) will be delivered in a locked canvas bag inside the blue bag with the processed mail. The night shift Control Security Deputy will obtain the key from the Watch Commander and he or she will be responsible for delivering these items to the facility. The Control Security Deputy is responsible for returning the canvas bag to the "Mail" basket upon delivery of the items. The canvas bag will be returned to the MPC warehouse inside the purple bag the following day.
4. Night shift deputies will distribute the incoming mail as time permits, generally before night count. If there is not enough time to pass out the mail before night count, it will be distributed prior to or at the breakfast meal. Mail will be handed directly to the incarcerated individual to whom it is addressed to.
5. All "Return to Sender" mail will be the responsibility of the MPC deputies. The MPC deputies are responsible for entering a mail rejected "MREJ" event type into the receiving incarcerated individual's JIMS history.
6. Unacceptable books will be handled in the same manner as outlined above.

B. Outgoing Mail

1. Housing deputies are responsible for collecting and processing outgoing mail

**Govt. Code 6255(a)**