

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	January 14, 2021
NUMBER:	P.3.V
SUBJECT:	INMATE MAIL
RELATED SECTIONS:	DSB P.1, P.17, P.3

PROCEDURE

Drawers for incoming mail are [REDACTED] and are designated by each housing unit. The housing floor deputies are responsible for picking up their housing mail from these drawers. Outgoing mail is to be collected by the housing floor deputies and placed in the outgoing mail bin located in Information.

I. INCOMING MAIL

- A. Incoming mail dropped off at the information window by the U.S. Postal Service will be accepted by a Detentions Information Assistant (DIA). It will be the responsibility of the DIA to screen and sort the mail before placing it into the designated purple bag for transportation to the Mail Processing Center (MPC) [REDACTED].
[REDACTED] All incoming non-legal inmate mail will be placed in the designated [REDACTED]. The Court/Release Deputy will be responsible for retrieving the [REDACTED] and delivering it to the designated inmate mail bin that is labeled "MPC". The designated MPC bin is [REDACTED].
- B. Processed incoming inmate mail and emails will be routed to VDF from the MPC by the [REDACTED]. The mail will be in the designated [REDACTED] and placed in the designated bin for inmate mail. It will be the responsibility of the Court/Release Deputy to obtain the [REDACTED] and distribute the contents to the designated mail drawer for each housing unit.
- C. [REDACTED]
- D. Incoming slips for mail items will be prepared at the MPC. When the items and incoming slip(s) arrive to VDF, they will be placed in their designated mail drawers by a Deputy assigned to Intake. The rovers for each housing unit will deliver the incoming slip and item with the inmate mail.
- E. The distribution of the incoming mail will be done by the housing rovers. If incoming mail is not distributed prior to night count, it will be distributed before or during the breakfast meal. Mail will be handed directly to the inmate to whom it is addressed and to no one else.

II. REJECTION OF MAIL/APPEAL PROCESS

All rejected mail will be managed and dispersed by the MPC.

III. HANDLING OF INCOMING LEGAL MAIL

- A. A dayshift DIA will place any incoming mail deemed legal or confidential mail into a designated bin in [REDACTED]
- B. The Visit Deputies and/or Administrative Deputy will be responsible for collecting the incoming legal mail from [REDACTED]. The Visit Deputies and/or Administrative Deputy will be responsible for opening and inspecting the legal or confidential mail in front of the inmate.