



SECTION 8

MAIL DISTRIBUTION

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INMATE MAIL

Reference: Detention Policy and Procedures Manual, [Section P.3](#) – Inmate Mail.

Inmates are allowed to receive and possess U.S. Mail, incoming letters, Confidential/Legal mail and mail from official government agencies. Inmates may also receive electronic email messages, periodicals, magazines, and new books. There is no limit on the amount of mail an inmate may send, and no limit on the amount of mail that an inmate may receive.

Detention facilities are required to provide prompt delivery of incoming materials and outgoing correspondence. Inmates may purchase pre-stamped envelopes and may send and receive as many letters as they desire. Those without sufficient funds are provided a limited supply of pre-stamped envelopes. All mail entering and leaving a detention facility is searched for contraband by sworn staff, and the writing scanned for security issues.

UNSUBSCRIBED MAGAZINES

Unsubscribed magazines, periodicals, or newsletters and unsolicited advertisements is NOT delivered. Where magazines, periodicals, or newsletters appear to be mass-mailed to a significant portion of the jail population, it is presumed that the inmate(s) do not have a subscription. Unless the inmate(s) or publisher can furnish the watch commander with evidence of the subscription, the magazines, periodicals, or newsletters are discarded.

UNSOLICITED ADVERTISEMENTS

Unsolicited advertisements mailed to inmates are not delivered. Unsolicited advertisements include, but are not limited to:

- Materials for which the apparent primary purpose is to solicit a commercial transaction, or to promote products and/or services for the purpose of entering into a commercial transaction.
- Materials labeled as advertising.

If an employee encounters unsolicited advertisements associated with a bail bond company, the advertisements are provided to the detention processing supervisor who completes the "Bail Bond Solicitation Complaint" (J-109 form) OR;



In the event an employee encounters unsolicited advertisements after a professional visit by a bail bond agent, item(s) are forwarded to the DPS who follows these steps:

- Attach the "Request for Professional Visit" (J-46 card) and solicitation materials to the Bail Bond Solicitation (J-109 form).
- Forward all items to the Sheriff's Inmate Processing Division Manager.

U.S. MAIL BETWEEN SHERIFF'S DETENTION FACILITIES

Inmates incarcerated within the San Diego County Sheriff's Detention Facilities are prohibited from corresponding with other inmates housed in any San Diego County Sheriff's Detention Facility.

Inmates incarcerated within the Sheriff's Detention Facilities shall be permitted to correspond with inmates at other detention facilities, including but not limited to: Federal, State, and other local detention facilities not under the control of the Sheriff's Department. In most cases, the Warden's prior approval of such facilities shall be given or the letters may be returned.

Gather all outgoing and incoming mail at the designated areas throughout the facility per the specific facility guidelines. Take the mail to the designated area(s) according to facility guidelines for sorting.

As most mail has a booking number, it would be a good idea to use the Booking Summary or the MasterCard Summary as your primary search screens.

Go to IMS>Inquiry>Booking Summary or IMS>Inquiry>MasterCard Summary. This will bring up the ID Resident Screen. At this screen you would need to enter in the last/first name or booking number and the click on the find button. Once the find button is selected, a list of names or one name should appear if the inmate is in custody.

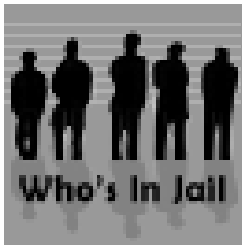
In this screen, you can find:

- Inmate's booking number
- Current status within the Facility
- JIM number
- What facility the inmate is at.
- What floor the inmate is currently on.
- What housing unit the inmate is currently in.

When the inmate is located either using the MasterCard Summary or the Booking Summary, the mail can be distributed correctly. If the housing location and/or facility is not written on the mail document, write this information on the document. Sort the mail by housing locations. Mail for inmates housed at a different facility will be forwarded to that facility.

Deliver inmate mail to the designated area for distribution by Sworn staff.

ELECTRONIC INMATE EMAIL MESSAGES



Inmates may receive email messages via the inmate email system on the Sheriff's web page, WWW.SDSHERIFF.NET. By using the **Who's In Jail** feature, individuals have the capability of sending an email to any inmate in Sheriff's custody. Electronic email messages received via the inmate email system is not considered confidential. The Custody Processing staff is responsible for printing electronic email messages and the sworn staff is responsible for the delivery of all electronic mail.

PRINTING INMATE EMAILS

1. Open Internet Explorer for Sheriff Intranet Portal.
2. Go to Sheriff Applications drop down menu.
3. Select Sheriff Webmail.
4. Enter user name.
 - a. Is facility specific (i.e. sdcj3 for 3rd floor inmate emails)
5. Enter password.
 - a. Password reflects the current year/quarter (Mail2017-1) and is case sensitive.
 - b. Password is changed on a quarterly basis.
 - c. [Current password](#) can be found on the JIMS Share Point Site.
6. Click OK.
 - a. You are now looking at the inmate mail inbox for that particular housing area.
 - b. Take note the total number of emails in the inbox.
7. Double click first email to open and **leave it open**.
8. Must close and reopen the Intranet screen for each individual housing floor/unit.

NOTE: The process of printing inmate emails may vary per facility. Please refer to facility instructions.



EMPLOYEE/DEPARTMENT MAIL

Detention Information Assistants or Stock Clerks sort the mail that is addressed to employees and other destinations. Mailboxes are established at each facility for specific employees and for various units within and outside the facility, such as Counseling, Medical, Food Services, Probation, and Court Services. A mailbox list is generated at each facility for sworn staff.

All mail shall be sorted and delivered in a timely manner. The Sheriff's Intranet Home Page assists in locating where employees are assigned. To access the Sheriff's Intranet, double click the "E" Internet Explorer Icon located on your desktop. Under "Employee Search" enter either a partial name or the full last name and click on Go.

The screenshot displays the Sheriff's Employees Intranet Portal. At the top, there is a navigation bar with links for Bureaus, References, Resources, Sheriff Apps, Regional Apps, County Apps, and Help Desk. Below the navigation bar is a header section featuring a portrait of a man and the text "SHERIFF'S EMPLOYEES INTRANET PORTAL" with the tagline "Honesty, Integrity, Loyalty, Trust, Respect, Fairness, Diversity". A search box is highlighted with a red circle, containing the text "Search...", "Sheriff's Employee Search", and input fields for "Last" and "First" names, along with "Go" and "Advanced" buttons.

The main content area is divided into several sections:

- Community Meetings:** A list of meetings with dates and times, including "RSD Guest Reader", "Meeting - La Colonia de Eden Gardens", "Farm Bureau Meeting", "Read-In", "RSD Agmen Bike Tour", "Campo CAG Meeting", "RSD Meet with Protective Services Supervisor", and "Ramona Mounted Patrol Meeting".
- Culinary Arts Program:** A section with a dark background, likely containing information about the program.
- County Applications:** A list of links for various systems and services, including Kronos, PeopleSoft, Learning Management System, County Wide Web, Board of Supervisors Meeting, ERP Updates, General Management System, My Requests, and WEB EOC.
- Most Recent News Releases:** A list of news releases with titles and dates, such as "Emotionally Disturbed Subject - Fallbrook", "Boulevard Homicide Update", "Homicide in Boulevard", "Encinitas Attempted Bank Robbery", "Stolen Vehicle Pursuit - Santee", "Culinary Arts Program - Las Colinas Detention & Reentry Facility", and "Apple Watch Switch-Out".
- General Announcements:** A section with links for "See who's retiring. Send your well wishes" and "2014 Annual Report".
- Regional Applications:** A list of links for ARJIS, SDFusion, and SDLaw.
- Department P&P:** A button for Department Policies and Procedures.
- Media and Events:** A section at the bottom left.
- Sheriff Applications:** A section at the bottom right.



In addition, the County web page may also be utilized to locate an individual who may be a County employee, but not employed by the Sheriff's Department. Access the Sheriff's Intranet and under the County Applications tab click on County Wide Web (InSite).



The County Intranet page allows you to search for an employee by name:

