



## Section 8 Mail Distribution

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## **INCARCERATED PERSON MAIL**

***Reference: Detention Policy and Procedures Manual, Section P.3 – Incarcerated person Mail.***

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

Detention facilities are required to provide prompt delivery of incoming materials and outgoing correspondence. Incarcerated persons 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 incarcerated person(s) do not have a subscription. Unless the incarcerated person(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 incarcerated persons 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 advertisement 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)



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 Detentions Processing Division Manager.

## **U.S. MAIL BETWEEN SHERIFF'S DETENTION FACILITIES**

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

Incarcerated persons incarcerated within the Sheriff's Detention Facilities shall be permitted to correspond with incarcerated persons 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 click on the find button. Once the find button is selected, a list of names or one name should appear if the incarcerated person is in custody.

In this screen, you can find:

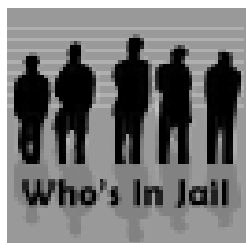
- Incarcerated person's booking number
- Current status within the Facility
- JIM number
- What facility the incarcerated person is at.
- What floor the incarcerated person is currently on.
- What housing unit the incarcerated person is currently in.



When the incarcerated person 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 incarcerated persons housed at a different facility will be forwarded to that facility.

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

### ELECTRONIC EMAIL MESSAGES



Incarcerated persons may receive email messages via the incarcerated person email system on the Sheriff's web page, [WWW.SDSHERIFF.NET](http://WWW.SDSHERIFF.NET). By using the **Who's In Jail** feature, persons have the capability of sending an email to any incarcerated person in Sheriff's custody. Electronic email messages received via the incarcerated person email system is not considered confidential. Custody processing staff is responsible for printing electronic email messages and sworn staff is responsible for the delivery of all electronic mail.

### PRINTING INCARCERATED PERSON EMAILS

1. Open Internet Explorer for Sheriff Intranet Portal.
2. Go to Sheriff Applications drop down menu.
3. Select Sheriff Webmail.
4. Enter username.
  - a. Facility Specific (i.e., sdcj3 for 3<sup>rd</sup> floor incarcerated person 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 incarcerated person mail inbox for that housing area.
  - b. Take note of the total number of emails in the inbox.
7. Double click the first email to open and leave it open.
8. Must close and reopen the Intranet screen for each person housing floor/unit.

***NOTE: The process of printing incarcerated person 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.

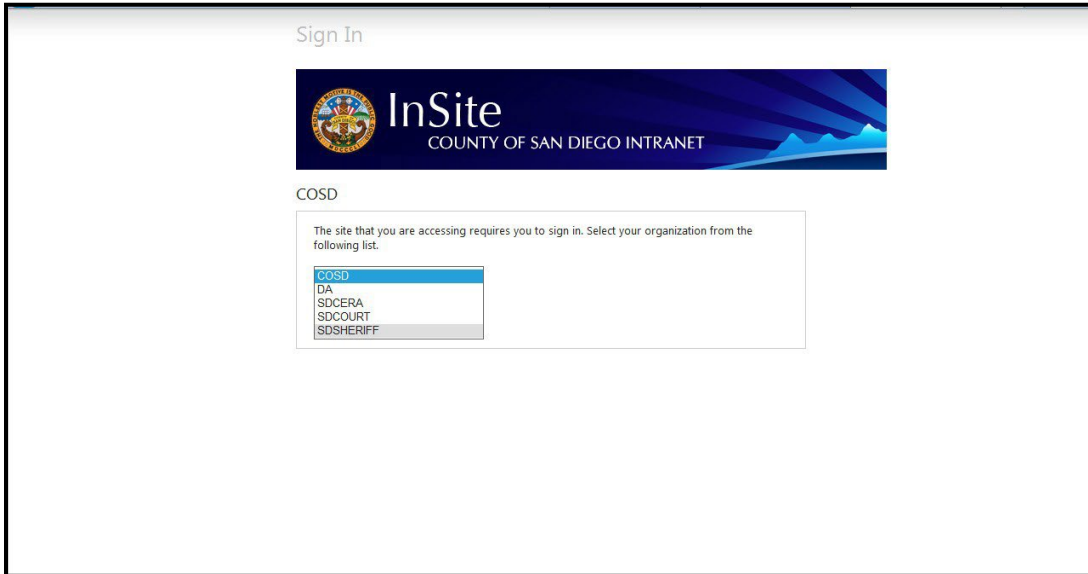
All mail shall be sorted and delivered in a timely manner. The Sheriff's Intranet Home Page assists in locating where employees are assigned. To access the Sheriff's Intranet, double click the "E" Internet Explorer Icon located on your desktop. Under "Employee Search" enter either a partial name or the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

The screenshot displays the Sheriff's Intranet Portal with the following elements:

- Navigation Menu:** Bureaus, References, Resources, Sheriff Apps, Regional Apps, County Apps, Help Desk.
- Header:** SHERIFF'S EMPLOYEES INTRANET PORTAL. Honesty, Integrity, Loyalty, Trust, Respect, Fairness, Diversity.
- Search Function:** A search box labeled "Sheriff's Employee Search" with fields for "Last" and "First" names, a "Go" button, and an "Advanced" link. This area is circled in red.
- Community Meetings:** A list of meetings including "RSD Guest Reader", "Meeting - La Colonia de Eden Gardens", "Farm Bureau Meeting", "Read-In", "RSD Argon Bike Tour", "Campo CAG Meeting", "RSD Meet with Protective Services Supervisor", and "Ramona Mounted Patrol Meeting".
- Culinary Arts Program:** A section with a placeholder image.
- County Applications:** A list of links 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 items 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:** Links for "See who's retiring. Send your well wishes." and "2014 Annual Report".
- Regional Applications:** 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 a person 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:

