

**KERN COUNTY SHERIFF'S DEPARTMENT
Central Receiving Facility
Policies and Procedures Manual**

TITLE: CONTRABAND (MAIL)

K-200

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE:

POLICY:

Items received in the mail that are unauthorized or may pose a threat to the safety or security of the Central Receiving Facility will be considered contraband.

DIRECTIVE A

Items of contraband include, but are not limited to:

- Stickers from other than a Government Agency
- Tape (If used to seal envelope, check with shift supervisor)
- Photographs
- Photocopies of photographs
- Blank paper
- Stamps
- Magnets
- Musical greeting cards
- Personal checks
- Narcotics
- Dangerous or sharp objects
- Items which are sold in commissary
- Items containing non-hygienic material such as:
 - Lipstick
 - Human hair

NOTE: Questionable items should be referred to the Shift Supervisor

DIRECTIVE B

Acceptable items may include, but not be limited to:

- Newspaper clippings.
- Cartoons
- Word puzzles (limit 5 sheets per envelope)
- Coupons
- Other miscellaneous paper items except blank paper
- Greeting cards are acceptable (GREETING cards must be thoroughly searched).

PROCEDURE A: NON-HAZARDOUS CONTRABAND RECEIVED IN INMATE MAIL

If there is a return address the Searching Officer will:

- Re-seal the envelope with tape.
- Stamp the envelope with the “Return to sender” stamp and check the reason for return, initial, date, and time.
- Slash through the inmate’s name and address with a ball point pen. Do not use a felt marker.
- Complete Form K-100 notifying the inmate that the entire letter was returned to the sender.
- Route the Form K-100 to the inmate for signature with the regular mail.
- Have all sealed letters containing contraband delivered to the Shift Supervisor.

The Shift Supervisor will:

- Review all “Return to Sender” mail to make sure it is being returned properly.
- Initial the “Return to Sender” mail.
- Have the “Return to Sender” mail sent to the Administrative Clerical Supervisor.

The Clerical Supervisor designee will:

- Receive the "Return to Sender" mail.
- Add the necessary postage to the mail.
- Place mail in the outgoing mail box for pick up.
- Contact the Deck Officer involved if any questions arise.

**PROCEDURE B NON-HAZARDOUS CONTRABAND ITEMS FOUND/IN CUSTODY
INMATES/NO RETURN ADDRESS**

When the searching officer finds contraband in the mail and the inmate is still in custody and there is no return address, he/she will:

- Complete form K-100 and route it to the inmate for signature with the regular mail.
- Write the inmate's name and booking number on a Property Card, Form #580-2320-2010-6-85, and securely attach the Property Card to the Contraband.
- Place the mail item (without the contraband) with the other searched mail to be delivered to the inmates the following day.
- Have all contraband to be placed in the inmate's personal property delivered to the Clerical Office by an officer.

**PROCEDURE C. NON-HAZARDOUS CONTRABAND ITEMS FOUND/RELEASED
INMATES WITH A RETURN ADDRESS**

When contraband is found in a letter with a return address and the inmate is no longer in custody, the officer will:

- Seal the envelope with tape.
- Slash through the inmate's name and address with a ball point pen.
- Do not use a felt marker.
- Stamp the envelope with the "Return to Sender" stamp and check the reason for return, initial, date, and time.

- Have the Search & Escort Officer deliver all sealed letters containing contraband to the Clerical Supervisor for processing.

**PROCEDURE D. NON-HAZARDOUS CONTRABAND ITEMS FOUND/RELEASED
INMATES WITH NO RETURN ADDRESS**

When the Searching Officer finds non-hazardous contraband in an envelope with no return address and the inmate has been released, he/she will:

- Seal the envelope with tape.
- Write “Dead Letter File” on the envelope.
- Slash through the inmate’s name and address with a ball point pen.
 - Do not use a felt tip marker.
- Stamp the envelope with the “Return to Sender” stamp and check the reason for return, initial, date and time.
- Once all the mail has been searched, have the Search & Escort Officer deliver all sealed letters containing non-hazardous contraband to the Jail Clerical Supervisor for processing.

PROCEDURE E. NARCOTICS AND DANGEROUS DRUGS

When contraband of a dangerous nature is located, the searching officer will:

- Immediately notify the Shift Supervisor.
- Complete Form K-100 and place it in the inmate’s file as a receipt. **(Do not send the K-100 form to the inmate.)**
- Seize the contraband and envelope for evidence.

The Investigating Officer will:

- Seize any narcotics, dangerous items and/or evidence.
- Obtain a Crime & Incident Report case number.
- Write a Crime & Incident report.
- Book all seized property in the Sheriff's Property Room.
- Route the report as outlined in the report routing procedure.

PROCEDURE F. CLERICAL SUPERVISOR:**On "Return to Sender" mail, the Clerical Supervisor or designee will:**

- Review the mail to determine if it should be returned to sender.
- Review the mail to determine if it is stamped return to sender, sealed, initialed, dated and timed. Initial the mail and forward to the County Mail Clerk for processing.

**KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: RECEIVING & SEARCHING PACKAGES K-300

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE: Title 15, Section 1066

POLICY

In order to maintain the security of the Central Receiving Facility and to control the volume of incoming correspondence, only authorized packages mailed directly from the publisher will be received into the facility.

DEFINITIONS

Authorized packages and correspondence include:

- Books, magazines and newspapers which do not pose a threat to facility security.

Unauthorized packages and correspondence include items containing contraband or publications which:

- Aid inmates to construct or use weapons, ammunition, bombs, or incendiary devices.
- Assist inmates to escape from the facility, including plans, diagrams and blue prints of the facility.
- Depict or describe procedures for brewing alcohol or making drugs.
- Are written in code.
- Are prison union publications.
- Encourage or instruct in the commission of any criminal activity.
- Are detrimental to the security, good order, or discipline of the institution.

PROCEDURE A. NON-PERISHABLE ITEMS INVOLVING IN-CUSTODY INMATES

When an authorized parcel is received in the mail, the Deck Officer will:

- Follow the procedures outlined in CRFPPM, Section K-100.

When an unauthorized parcel is received in the mail and has no return address, the Deck Officer will:

- Complete Form # K-100 and route it to the inmate for signature with the regular mail.
- On the Property Card, Form #580-2320-2010-6-85, write the date and description of the items being added to the property bag and route to accounting.
- Notify the Search & Escort Officer if the item is too large to place in the inmate's personal property.

If the item is too large to be placed in the inmate's personal property, the Search & Escort Officer will:

- Place the item with the inmate's property in the clothing storage room.

PROCEDURE B. NON-PERISHABLE ITEMS INVOLVING RELEASED INMATES

The Jail Office Clerk or Deck Officer will:

- Return the item to the sender if the return address is known.
- Notify the Shift Supervisor if the return address is unknown.

The Shift Supervisor will:

- Assign an officer to seize and book the package and contents.

The Assigned Officer will:

- Seize the package from the Jail Office Clerk.
- Open and search the package in order to determine its contents and maintain the chain of custody.
- Itemize the contents of the package.
- Book the package and contents in the Kern County Sheriff's Property Room as found property.
- Write a Crime & Incident Report.

PROCEDURE C. PERISHABLE ITEMS INVOLVING IN-CUSTODY INMATES

If no return address is found and the property is not picked up with 24 hours, the Jail Office Clerk or Deck Officer will:

- Complete form # K-100.
- Notify the Shift Supervisor.

The Shift Supervisor will:

- Contact the inmate in an attempt to identify the sender of the package.
- If the sender can be identified, attempts should be made to contact them advising that they have 24 hours in which to pick up the perishable items. If not, the items will be destroyed.
- If unable to contact the sender, or the items are not picked up within 24 hours, assign an officer to destroy the package.

The Assigned Officer will:

- Get the package from the Jail Clerk or Deck Officer.
- Itemize contents of the package.
- Destroy the property.
- Write a Crime & Incident Report.

KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: LEGAL MAIL

K-400

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE: Title 15, Article 6, Section 1063

POLICY

Inmates of the Central Receiving Facility may correspond, confidentially, with State and Federal courts, members of the state bar, holder of public office, State Board of Corrections, Facility Manager, or Department Head.

Facility personnel may open and inspect legal mail only for the purposes of searching for contraband, cash, checks or money orders. Such searches will be conducted in the presence of the inmate. Legal mail will never be read by the officer.

Through Commissary, indigent inmates will be given two envelopes and two pieces of stationery per week, paid for through the Inmate Welfare Fund.

PROCEDURE A. INCOMING LEGAL MAIL

The Jail Office Clerk will:

- Check incoming mail to determine if it is legal mail.
- Mark any envelope containing "legal mail."
- Not open or tamper with the envelope.
- Route legal mail to appropriate housing location per CRFPPM K-100.

The Deck Officer will:

- Notify the inmate he has legal mail.
- Check the inmate's wristband.

- Tell the inmate it will be opened and inspected in his immediate presence for contraband or unauthorized items.
 - If contraband is located, refer to CRFPPM K-200.
 - If no contraband is located, do not read legal mail.
- Give the legal mail to the inmate.

PROCEDURE B. INDIGENT INMATE LEGAL MAIL

Inmates are allowed an unlimited amount of postage free letter to his or her attorney or to the courts.

The Deck Officer will:

- Obtain legal size, unstamped envelopes and two sheets of paper, from the Jail Office clerks.
- Write "Legal Mail" on the front of the envelope.
- Supply the inmate with the requested envelopes and paper.
- Deliver any legal, unstamped envelopes to the Account Clerk.

The Account Clerk will:

- Stamp the mail and mail it.

PROCEDURE C. LEGAL MAIL PRO PER OR CO-COUNSEL INMATES

- Route the mail to the Account Clerk for postage.

KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: INMATE TELEPHONE CALLS

K-500

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE: Title 15, Article 6, Section 1067, P.C. 851.5(a)

POLICY

Inmates arrested, booked and housed in the Central Receiving Facility will be provided access to telephones to make the necessary telephone calls.

Immediately upon being booked, except where physically impossible, and **no later than three hours after arrest**, an arrested person has the right to make **at least three completed telephone calls**. The telephone calls will be free if within the local dialing area, or at the caller's expense if long distance. Inmates may make additional telephone calls as time permits.

DIRECTIVE 1 NEW ARRESTEES

Each holding cell located in the Central Receiving Facility Receiving area has at least one telephone for this purpose. If these telephones are not working, staff will ensure that this policy is followed by making a working telephone available to the arrestee.

If an arrestee is placed into a temporary holding cell that has no telephone, staff will ensure that this policy is followed by making a working telephone available.

DIRECTIVE 2 HOUSED INMATES

Inmates already booked and are being housed in the Central Receiving Facility will be allowed unlimited access to telephones in their cells unless telephone privileges have been suspended or denied for disciplinary reasons.

Inmates housed in single cells, or multiple cells without telephones, will be allowed to use the roll around telephone carts or the telephones located inside the slam doors as time and staff permits.

For security reasons inmates will not be allowed to make telephone calls while enroute to court or at any time they are being transported from the Central Receiving Facility for any reason (ie., hospital, dental, or other similar type appointments).

Telephones will be turned off during meal times and not turned back on until the cells are clean.

Telephones will be turned off at 2300 hours each day and not turned back on until 0800 hours.

PROCEDURE A: INMATES LOCATED IN CELLS WITH TELEPHONES

The Deck Officer will:

- Allow unlimited telephone access to inmates in the housing unit, except during lockdown periods between 2300-0800 hours during feeding periods or as result of disciplinary action.
- Prior to serving meals, make an announcement over the intercom that the telephones and televisions will be shut off during the feeding period.
- Turn the telephones and televisions off during feeding and clean-up periods.

PROCEDURE B: SINGLE CELLS AND MULTIPLE CELLS WITHOUT TELEPHONES

The Deck Officer will:

- Accept daily telephone requests from the inmates.
- Allow daily telephone access to inmates, except during lockdown periods.
- Roll the portable phones to the front of the inmate's cell or allow the inmate access to the deck telephone inside the slam door if jail security and officer or inmate safety is not jeopardized.
- Allow one inmate at a time to use the telephone.
- Not allow telephone calls to any inmate that has been denied the privilege for

disciplinary reason.

PROCEDURE C: SPECIAL TELEPHONE CALLS REQUESTS**The Deck Officers will:**

- Receive requests for special telephone calls at their respective duty stations.
- Depending on the situation the Deck Officer may allow or deny an inmate's special request.

PROCEDURE D: ADMINISTRATIVE SEGREGATION INMATES

Telephone calls for administratively segregated inmates will be conducted in the same manner as set out in Procedure B.

**KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: INMATE TELEVISION ACCESS

K-600

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

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REFERENCE:

POLICY

Inmates of the Central Receiving Facility will be allowed daily access to televisions, except during mealtime, at night between 2300-0800 hours or when television privileges have been denied for disciplinary reason. Televisions will not be turned on until the housing unit has been cleaned. Disciplinary isolation inmates will not have access to televisions. Televisions will be turned off and on only in accordance with the listed schedule.

PROCEDURE A. GENERAL POPULATION

The Deck Officer will:

- Allow limited access to the televisions during non quiet time periods (as noted below).
- Monitor inmates to ensure no problems occur over the use of the television.
- Resolve any disputes over channel selection.
- Turn off the television between 2300 and 0800 hours.
- Turn off the televisions during feeding and clean up periods.

PROCEDURE B. SHOWING OF VIDEO TAPES

The showing of video tapes/movies will only be done when the housing unit is clean. If a housing unit is not clean or the inmates in the housing unit not behaved properly during the day, video tapes/movies will not be shown. A maximum of two video tapes/movies will be shown to a housing unit daily.

Video tapes/movies will not contain material that would tend to incite the inmates to violence or sexual activity. No X rated movies will be shown. Discretion should be used on "R" rated films.

Employees may bring video tapes/movies to show to inmates. This will be at the employees own expense.

All video tapes/movies brought in from outside the Department must have approval from the Shift Supervisor before showing.

The Deck Officer will:

- Check to make sure the housing units are clean and the inmates have behaved properly during the day.
- Show the video.