



5-06/070.00 RECEIVING PERSONAL CORRESPONDENCE

Each Custody facility shall develop procedures to inspect incoming mail in accordance with the Department Manual of Policy and Procedures, section [5-03/190.20](#), "Requirements of the Incoming Mail Inspection Officer." Mail Inspection Officers may be any member of this Department.

The following rules and standards shall be followed concerning inmates receiving personal correspondence:

- All incoming inmate correspondence shall be inspected for contraband at the Inmate Reception Center,
- Any enclosure of currency, bank drafts, money orders, checks, or other negotiable instruments shall be handled in accordance with the Department Manual of Policy and Procedures, section [5-03/200.15](#), "Incoming Money," and the Custody Division Manual, section [5-06/020.00](#), "Inmate Money,"
- All processed mail shall be expediently routed to the addressee,
- Photographs may be given to the inmates, subject to the following guidelines:
 - Each inmate shall be permitted to possess a maximum of five (5) photographs,
 - The photographs or computer generated pictures shall be unadorned. Size shall be a minimum of 3 inches by 5 inches, not exceeding 4 inches by 6 inches,
 - Photographs or pictures that are sexually explicit, depicting nudity and/or sexual acts, showing gangs, gang tattoos, or hand gestures (signs) are not allowed,
 - Polaroid photographs shall be cut open for examination,
 - Unit commanders may prohibit photographs which they deem capable of compromising the security of the facility,
- Books, papers, or periodicals acceptable through the U.S. Mail are permitted, subject to the provisions of the Custody Division Manual, section [5-06/030.00](#), "Inmate Reading Material,"
- Bulk mail, solicitations, and advertisements addressed to specific inmates shall not be withheld, subject to the provisions of the Custody Division Manual, section [5-06/030.00](#), "Inmate Reading Material."

It is the goal of the Los Angeles County Sheriff's Department to ensure proper care and expedient delivery of inmate mail. In the event inmate mail is sent to a custody facility in which the addressee is no longer being housed, the addressee's mail shall be forwarded to the custody facility that he/she is currently housed.

In order to ensure compliance, each custody facility shall have designated personnel (Inmate Mail Distributor) to process, deliver, and forward inmate mail. After the inmate mail has been delivered to the addressee's housing location, it is the responsibility of the module officer to deliver the mail to the addressee. If the module officer finds that the addressee is no longer housed in that housing location, it is the responsibility of the module officer to write the addressee's current housing location on the correspondence and ensure the re-routed mail is given to the facility's Inmate Mail Distributor.

The facility's Inmate Mail Distributor shall collect each housing locations' re-routed mail once daily. After collection of the re-routed mail, the Inmate Mail Distributor shall ensure that the collected mail is sent to the appropriate custody facility.

Department members shall not automatically send mail for an inmate back to the Inmate Reception Center, after it has been processed, simply because the addressee is no longer housed at their facility.

If the addressee is not in the properly identified housing location, but is still housed within the same facility,

the module officer who received the correspondence shall deliver the mail to the appropriate housing location prior to the conclusion of his/her shift.

In the event mail is received for an addressee that has been released, the mail shall be forwarded to the Inmate Reception Center, where it shall be returned to the sender. It shall be the responsibility of the Inmate Reception Center to forward all returned mail to its original sender. Prior to forwarding any mail back to its original sender, personnel shall ensure that the letter is properly resealed.

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