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**Notes and
References**

CORRESPONDENCE/MAIL POLICY

I. General Provisions

Youth shall be given the opportunity to send and receive mail. There is no limitation on the volume of mail that a youth may send or receive. They shall be informed of the mail policy during orientation.

II. Mail Restrictions /Inspection

- A. Youth may correspond confidentially with State and Federal courts, any member of the State Bar, any member of the Board of State and Community Corrections or any public office holder.
- B. Youth are not allowed to send for, receive, or possess magazines, newsletters, etc.
- C. Any youth who is Court ordered not to associate with specific persons will not be allowed to send mail or to receive mail from such persons.
- D. Staff will inspect, pursuant to the protocol noted in Section F, all mail for contraband and unauthorized correspondences (per court order).
- E. Only correspondence received via an official mail carrier (U.S. Postal Service, United Parcel Service, Federal Express, etc.) is permitted.
- F. When inspecting mail, a Juvenile Institutions Officer (JIO) working on the third (graveyard) shift will inspect the writing on the exterior of the envelope to ensure that per court order or Deputy Probation Officer (DPO) directive, the youth is not allowed to have contact with the sender or if there are any other reasons the letter should not be delivered to the youth.
 - 1. Those letters that do have issues or concerns will be set aside for a Sr. DPO review.

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2. Those that do not pose a problem will remain sealed and felt by the JIO for any items of contraband. Having felt none, the JIO will remove the stamp and any stickers and discard them. If there are no issues or concerns with the envelope or its contents, the envelope will be initialed by the inspecting staff and the unopened letter will be delivered to the youth on the next PM shift.
 3. At the appropriate time, a PM staff will open the letter in front of the youth, hold up the letter in front of them and shake, turn, flip the letter to detect any contraband and give the letter to the youth. **Letters will not be scanned or read by unit staff.** Letters that do not pose a concern will be handed to the youth.
 4. Letters that do pose a concern will be set aside for Sr. DPO review.
- G. If during the initial review by the third (graveyard) shift staff there is a suspicion the letter contains anything other than paper correspondence, the letter will be given to a Sr. DPO, who will, in front of the youth, open the letter, shake the letter and look inside the envelope.
1. Should contraband be found, the discovery will be documented in a Worker's Special Report (WSR). A referral to law enforcement or the District Attorney may be considered if the contraband is illegal in nature. The letter should be placed in an evidence bag, sealed and maintained pursuant to evidence protocol.
 2. If no contraband is subsequently discovered, the letter may be delivered to the youth.
 3. If contraband is discovered by the PM shift JIO opening the letter in front of the youth, the same procedure will be followed.
- H. Circumstances can arise in which staff have identified specific issues which impact the safety and security of the institution, safety of the youth or of other individuals which make the scanning or reading of a particular youth's mail advisable. In these circumstances, staff should articulate a reasonable suspicion as to why they believe a specific letter, correspondence or all the mail delivered to and from a youth should be read by completing a Mail

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Review form (see attached) and submitting it to the facility Supervising Probation Officer (SPO) or Manager for authorization.

1. Quarterly reviews of this authorization will occur in order to determine if the authorization should remain in effect. These reviews will be conducted by the facility SPO or Manager.

I. Letters sent from or to the youth having the “Read Mail” authorization will be given to a Sr. DPO, SPO or Manager to be reviewed prior to the letter being delivered to the dorm or mailed out of the facility. Letters will be reviewed as quickly as possible and in no case longer than 48 hours so as not to delay delivery.

J. Definition of Contraband:

Contraband is any object or substance the possession of which would constitute a crime under the laws of California, any object or possession which would pose a danger within the facility, and any object or substance which would interfere with the orderly day-to-day operation of the program and is not routinely allowed in the possession of the youth without supervision.

K. Correspondence to youth from persons incarcerated in the Division of Juvenile Facilities, the State and Federal prison systems, and other juvenile institutions/facilities or County jails will not be accepted.

1. The only exception would be mail from parents or guardians who are incarcerated.

III. Outgoing Mail Procedures

A. Youth at LPBC are encouraged to maintain regular correspondence with their family members and there is no limit on the volume of mail a youth may send or receive.

B. Outgoing mail envelopes will only show the sender’s name and return address as well as the name and address of the person to whom it is being

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- sent. (No profane or offensive markings, gang drawings, lettering, symbols, etc.)
- C. Letters are collected nightly. Letters will be given unsealed to a JIO. Third (graveyard) shift JIOs will inspect letters and envelopes in the same manner as they do when receiving mail, which includes not reading or scanning the letters. Staff will ensure that all outgoing mail is properly sealed and delivered to the U.S. Post Office within 24 hours of collection, excluding weekends and holidays.
- D. To protect the confidentiality of the youth, no institutional paperwork with a youth's name on it will be sent out in correspondence from the youth.
- E. Youth will be provided free postage and envelopes for seven letters per week.
1. Upon intake, the youth will be given free postage and envelopes for seven letters.
 2. Thereafter on each Wednesday, the youth will be given free postage and envelopes for seven letters.
- F. Parents are encouraged to provide additional envelopes with embossed postage (no stamps), to youth who wish to send additional letters.
1. Youth cannot share envelopes with one another.
- G. If requested, staff assistance will be provided to youth who have difficulty writing or reading letters.

Empty box for Notes and References.

Read Mail Authorization

Reasonable Suspicion Factors – Checklist

Youth _____

Date _____

Specific Factors Establishing Reasonable Suspicion:

Supervisors (SPO / Sr. DPO) will review factors listed below prior to authorizing Read Mail Status and provide written justification for the “Yes” answers. Authorizations will be reviewed quarterly.

- | | | |
|--|--------|-------|
| 1. History of escape | Yes___ | No___ |
| 2. History of possession of contraband in a facility | Yes___ | No___ |
| 3. Youth has prior history of attempting to contact prohibited persons per court order | Yes___ | No___ |
| 4. Youth has prior history of receiving or attempting to send contraband | Yes___ | No___ |
| 5. Other safety and security reasons/suspicious | Yes___ | No___ |

Explain reasons _____

Read Mail Status authorized
Comments _____

Mail Read Status not authorized
Comments _____

Manager /Supervisor (SPO / Sr. DPO) _____

Date _____

Review Date _____

(Additional review dates and comments on reverse side)

Date of Quarterly Review: _____

Read Mail Status authorized
Comments _____

Mail Read Status not authorized
Comments _____

Manager /Supervisor (SPO / Sr. DPO) _____
Next Review Date _____

Date of Quarterly Review: _____

Read Mail Status authorized
Comments _____

Mail Read Status not authorized
Comments _____

Manager /Supervisor (SPO / Sr. DPO) _____
Next Review Date _____

Date of Quarterly Review: _____

Read Mail Status authorized
Comments _____

Read Mail Status not authorized
Comments _____

Manager /Supervisor (SPO / Sr. DPO) _____
Next Review Date _____