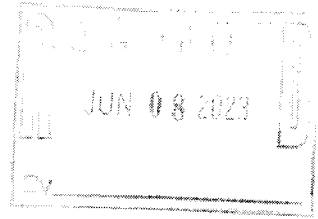


**JASPER COUNTY SHERIFF'S OFFICE
JAIL DIVISION**



23.00-INMATE CORRESPONDENCE PLAN

23.01-Policy

It is the policy of the Jasper County Sheriff's Office to provide for the means and procedures for inmates to send out and receive correspondence while incarcerated in the Jasper County Jail.

23.02-Procedures

- A. Inmates are allowed to send as many letters of as many pages as they desire to whomever they desire, provided they have sufficient postage and supplies.
- B. Inmates may also send and receive electronic messages using the kiosk system. Inmates are permitted to receive and send electronic messages on a prepaid basis. Incoming and outgoing personal electronic messaging may be reviewed at any time by staff for security reasons.

23.03-Receiving Correspondence

Incoming Non-Privileged Mail

- A. Incoming mail that is non privileged in nature will be sent to a postal mail processing service by the sender, via a dedicated post office box. The scanning service will receive, and digitally scan the original correspondence and envelope, then digitally send the images to inmates via the kiosk system. This process will be performed to stop mail in contraband, as a security measure for the facility. Incoming correspondence may be read by staff before delivery via the kiosk system. Correspondence may be censored provided a legitimate penological interest exists. A copy of the original correspondence will be retained.
- B. Original copies of the mail will be held at the processing Center for 30 days to allow the original mail to be pulled by the jail for investigation purposes, and it will remain available to be resubmitted during the 30 days in the case of the original scan not being properly delivered to the inmate. After the retention period, the original mailing will be destroyed by the processing center.
- C. Original mailings will not be returned to the sender or given to the inmate. Mailings that cannot be linked to a current inmate will be returned to the sender unopened, as will any privileged mail sent to the processing center.
- D. Newspapers and periodicals will be sent directly to the inmates.
- E. Legal mail will be sent directly to the inmate(s) at the Jasper County Jail and is delivered on the same day it is received or as soon as practical.

REV REQ / APPROVED
DATE: 6.8.23
BY: [Signature]

F. Inmates are to have no packages sent to the facility without prior administrative approval.

G. Inmates may receive correspondence in any quantity; the number of pages received per individual mailing will be limited to 5 pages, with one photograph received per mailing.

H. If contraband is discovered in the envelope, it will be confiscated and turned over to the Jail by the scanning service. The inmate will be advised as to the disposition of the contraband.

I. If currency, cashier's checks or money orders intended to go to the inmate's trust fund account is received by the scanning facility, the letter and contents will be returned to the sender. Cashier's checks and money orders should be sent directly to the Jasper County Jail marked for the inmates' trust fund account.

J. The Jasper County Sheriff's Office cannot be held responsible for any other types of funds placed in the mail except for cashier's checks or money orders that were mailed directly to the facility. When making a claim the claimant must present a purchase receipt of the document in question.

K. Personal mail, electronic messaging, and photos may be restricted only as reasonably necessary to ensure institutional security.

Incoming Privileged Mail

Correspondence addressed to or received from the following persons or organizations is considered privileged:

1. Officials of the federal, state and local courts.
2. All federal officials and officers, including the President of the U.S ...
3. State officials and officers, including the Texas Commission on Jail Standards and the Governor.
4. Representatives of a bona fide news media.
5. The inmate's attorney(s).

Incoming correspondence from those listed above should be sent directly to the Jasper County Jail and shall be opened only in the presence of the inmate with inspection limited to locating contraband. Whenever jail officials have probable cause to suspect that the incoming letter is part of an attempt to formulate, devise or otherwise effectuate a plan to escape from the jail, or to violate state or federal laws, officials shall obtain a search warrant prior to opening and reading the correspondence of the individual involved.

✓ Mail received from persons or organizations not listed above are considered non-privileged correspondence and should be sent to the mail processing center.

23.04- Outgoing Correspondence

Outgoing Non-Privileged Mail

A. Mail address to persons or organizations not listed in the paragraph above of this section shall be considered non privileged correspondence.

- B. Inmates shall be permitted to send as many letters of as many pages as they desire, to whomever they desire if they have sufficient funds to purchase postage and supplies.
- C. Outgoing correspondence should be left unsealed by the inmate. Correspondence will be routinely read by jail staff and may be censored provided a legitimate penological interest exist a copy of the original correspondence will be retained.
- D. Personal mail may be restricted only as reasonably necessary to ensure institutional security.

Outgoing Privileged Mail

- A. Correspondence addressed to the following persons or organizations shall be considered privileged correspondence:
 - 1. Officials of the federal, state and local courts.
 - 2. All federal officials and officers, including the president of the United States.
 - 3. State officials and officers, including the governor and the Jail Commission.
 - 4. Letters to bonafide news media.
 - 5. The inmates attorney(s).
- B. Outgoing correspondence addressed to the persons listed in subparagraph (A) of this section shall not be opened or interfered with unless a search warrant is obtained.

23.05- Indigent Mail

✓
If requested, indigent inmates will be provided with a reasonable amount of writing materials and postage to correspond with their attorneys and the courts as well as a sufficient amount to post 3 personal letters per week for all other correspondence. A negative balance will be maintained on the inmate's Trust Fund account for indigent postage and correspondence supplies. Should an inmate receive money, the amount will be deducted from his/her account. The inmate will be advised of this action.

23.06- Rejected Correspondence

Some correspondence may be rejected, on a case-by-case basis, provided it falls under one of the following definitions:

- A) Material that contains information regarding the manufacture of explosives, weapon, or drugs.
- B) Material that a reasonable person would construe as written solely for the purpose of communicating information designed to achieve the breakdown of jails through inmate disruption such as strikes or riots.
- C) Materials for which a specific factual determination has been made that it is detrimental to inmates' rehabilitation because it would encourage deviate, criminal, sexual behavior.
- D) Correspondence envelopes larger than 8.5 inches wide and 11 inches. For space reasons incoming and outgoing mail will be limited to envelopes of that size as well.

The sheriff or his designee will be the authorities to accept or reject any of the above described mail.