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Of Attorneys for Defendants

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF OREGON
PORTLAND DIVISION

PRISON LEGAL NEWS, a project of the
HUMAN RIGHTS DEFENSE CENTER,

No. CV12-0071-SI

Plaintiffs,

v.

DECLARATION OF JEFFREY M.
DICKERSON

COLUMBIA COUNTY; COLUMBIA
COUNTY SHERIFF'S OFFICE; JEFF
DICKERSON, individual and in his capacity
as Columbia County Sheriff,

In Support of Defendants' Response to
Plaintiff's Motion for a Preliminary Injunction

Defendants.

I, Jeffrey M. Dickerson, declare as follows:

1. I have been Columbia County Sheriff since January 1, 2009, and I make this declaration from my personal knowledge.
2. Prior to taking office as Sheriff, I was a state police officer with the Department of Oregon State Police for twenty years. During that time, I served approximately fifteen years in patrol and five years as a detective assigned to a federal task force under the Bureau of Alcohol, Tobacco and Firearms.

3. My duties as Sheriff include establishing jail procedures at the Columbia County Jail (the Jail).
4. Attached to this declaration as Exhibit A is a true and accurate copy of the Columbia County Sheriff's Office ("CCSO") Inmate Mail Policy J603-R02, effective August 15, 2009.
5. Attached to this declaration as Exhibit B is a true and accurate copy of CCSO Inmate Mail Policy J603-R03, effective March 3, 2010.
6. Attached to this declaration as Exhibit C is a true and accurate copy of CCSO Inmate Mail Policy J603-R04, effective July 19, 2011.
7. Attached to this declaration as Exhibit D is a true and accurate copy of CCSO Inmate Mail Policy J603-R05, effective October 21, 2011.
8. I have reviewed the document identified in plaintiff's complaint as Exhibit A. Prior to receiving plaintiff's complaint, I had never seen this document, which was taken from the CCSO's website and purports to set forth the Jail's inmate mail policy as of April 1, 2010. Although I was aware that the CCSO had published a mail guide on its website, I had not reviewed its contents prior to the filing of plaintiff's lawsuit. The mail procedures set forth in this document are inconsistent with the actual policies attached as Exhibits A through D. At this time, I am still investigating how and why this incorrect information appeared on CCSO's website. In the meantime, I have removed the mail procedures from the website.
9. Mail sent to CCSO is forwarded to corrections staff for inspection by front office employees. These employees are not corrections staff. Following the filing of plaintiff's lawsuit, I learned that the front office employee sometimes rejected mailings before sending them to the corrections staff. I also learned that sometimes a sticker and other notations were put on rejected mail referring to the incorrect mail procedures then on the website and described in paragraph 8 above.
10. On January 26, 2012, I approved a new mail policy-- CCSO Inmate Mail Policy J603-R06. A true and accurate copy of this policy is attached as Exhibit E. On February 10, 2012, I approved of a new mail policy -- CCSO Inmate Mail Policy J603-R07. A true and accurate copy

of this policy is attached as Exhibit F. The latter policy clarified that the use of the Prohibited Mail Slip was the means to communicate an appeal of a decision to reject mail. *Compare* Ex. E, p. 14, ¶ 44, *with* Ex. F, p. 15, ¶¶ 45-46.

11. Contraband, which includes bodily fluids, lipstick, perfume, glue, paint, and unidentifiable substances because they are bio-hazards and can contain bio-hazards, is prohibited in the Jail, and may not enter via the mail. *See, e.g.*, Ex. F, p. 14, ¶ 44; Ex. E, p. 15, App. 1. These substances are prohibited because they can contain hazardous or illegal materials. Contaminates that enter the inmate holding areas can also spread quickly. Contraband inside the Jail undermines security and safety of the inmates and staff.

12. Mail must be inspected to determine if it contains threats of physical harm, blackmail, extortion, other criminal activity, sexually explicit material, gang-related material, and plans for escape or other violations of jail rules. *See, e.g.*, Ex. F, p. 14, ¶ 44; Ex. E, p. 15, App. 1. If inmates were allowed to view mail that contained this information, it would undermine the security and safety of the inmates, staff, and public.

13. Mail in sealed envelopes can hide contraband that cannot be hidden when the mail is in the form of a postcard.

14. Envelopes containing multiple pieces of paper can hide contraband such as needles, blades, similar weapons, and handcuff keys.

15. A variety of drugs, such as heroin, PCP, LSD, marijuana, cocaine, and powdered prescription drug pills, can be hidden under a postage stamp.

16. Postcards are easier and quicker to inspect for contraband and prohibited content than multiple sheets of paper in an envelope because contraband is easier to detect on a postcard and there is less area to inspect. Thus, the risk of prohibited substances entering the Jail is reduced by the use of postcards for personal mail.

17. For outgoing mail, pre-stamped postcards are available to inmates. These postcards measure 5.5 inches by 8.5 inches.

18. The risk of contraband being present in mail from an inmate's family or friends is greater than the risk of contraband being present in mail that comes from legal or publisher sources. Personal mail is more likely to contain the prohibited content mentioned in paragraph 12 of this declaration.

19. There is no prohibition on the number or frequency of postcards that an inmate may send or receive. Persons seeking to communicate with inmates may use alternative means of communication as well. They can come to the Jail during visiting hours or speak to inmates on the telephone during designated times.

20. The corrections staff at the Jail currently consists of sixteen corrections deputies and five supervising corrections deputies. Due to budget constraints in the past few years, the five supervising deputies fill deputy shifts and not supervisor shifts.

21. A typical corrections shift currently has four deputies. The booking deputy on the swing shift processes and inspects all incoming and outgoing mail on a daily basis for compliance with the Jail's mail policy. The booking deputy's other essential duties are communicating with intake officers, booking arrestees into the Jail (fingerprinting, searching, etc.), and monitoring inmates on suicide watch as well as inmates who are at the Jail for a short period of time or who cannot be placed with the general population.

22. The control room deputy manages all movements in the Jail. Many inmate movements within the Jail, such as movements for medical appointments, attorney conferences, family visits, and court transports are not accompanied by an escort. Instead, the control room deputy monitors these movements by video and locks and unlocks doors remotely. This deputy also monitors dozens of cameras inside and outside the Jail and controls ingress and egress to the CCSO.

23. Two corrections deputies serve as roving deputies. Their duties are to check on inmates every forty-five minutes, distribute food, handle their requests, distribute and pick up their mail, and monitor them during common and recreation periods.

24. The Jail has the capacity for up to 255 inmates. Due to budget constraints that came about in 2010, the current funded capacity of the Jail is 150 inmates. I had to reduce corrections staff in 2010 and 2011, and, unfortunately, I may have to implement additional reductions in 2012 depending upon future budget cuts.

25. Without the postcard mail policy, the time spent inspecting incoming and outgoing personal inmate mail would greatly increase, reducing the time available to staff for other tasks that are just as essential, and sometimes more essential, than inspecting the mail each day.

26. The Jail has limited resources available to assist inmates in conducting personal business. The Jail encourages third parties to deposit money into an inmate's jail account through the TouchPay system or call a toll-free phone number. *See, e.g.*, Ex. B, ¶ II.D.2, Ex. C, ¶ II.D.2, Ex. D, ¶ II.D.2. Inmates can also visit the Sheriff's Office and deposit money into a kiosk in the front office. Cash, VISA, and MasterCard are accepted. If third parties cannot transact personal business on behalf of an inmate, the inmate may conduct this business with the approval of the jail sergeant. *See* Ex. F, ¶¶ 11, 28; Ex. E, ¶¶ 11, 28.

27. On February 1, 2012, a formal staff training meeting was held on the mail procedures instituted as of January 26, 2012. All but two sheriff deputies attended. One front office staff member who handles mail attended and was instructed to share the information with the other full-time staff member and the volunteers who might also handle the mail. Attached as Exhibit G is a true and accurate copy of the Roster showing who attended the training meeting. The two deputies and front office staff who could not attend were later given the same training information.

28. The front office staff has been instructed not to reject mail addressed to inmates and that all such mail is required to be forwarded to the corrections deputies for processing.

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29. Attached to this declaration as Exhibit H is a true and accurate copy of the mail violation notification form that is sent to senders of rejected inmate mail and to the inmate to whom the mail was directed pursuant to the January 26, 2012 policy. The February 10, 2012 policy incorporated this form expressly into the policy. *See* Ex. F, p. 16-17.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS
TRUE AND CORRECT.**

Respectfully submitted this 20th day of February, 2012.

By:



Sheriff Jeffrey M. Dickerson

COLUMBIA COUNTY SHERIFF'S OFFICE Jail Operations Jeff Dickerson, Sheriff	Effective: November 16, 2009 Supersedes: Inmate Mail Policy Revised August 15, 2009
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INMATE MAIL
Policy J603-R02 (11/16/09)

OJS: D1-A01 thru D1-C04, D1-A05, D2-D01,
D3-A02, F1-A01 thru F1-A03
ACA: 3-ALDF-3D-16 thru 5D-08

Applies to all staff

POLICY

It is the policy of the Columbia County Sheriff's Office to provide for and encourage the maintenance of important ties of inmates with families, friends, attorneys and the community by use of the U.S. Mail. All incoming and outgoing mail is subject to search and/or scanning for the purpose of safety and security of the jail.

I. GENERAL INFORMATION

A. Regulations

1. Inmate mail will be picked up and delivered on a daily basis excluding Sundays and holidays.
2. The volume of mail an inmate may send or receive will be limited only to a reasonable amount as it impacts the ability of jail staff to process it.
3. Writing material and postage-paid envelopes and/or postcards will be available for purchase through commissary for all inmates with funds.
4. Indigent inmates will be provided writing material and postage for a maximum of two (2) personal mail pieces per week. Legal mail will be limited to a reasonable amount, and may be sent in addition to personal mail. Legal mail must be clearly marked and appropriately addressed. Legal mail is defined as correspondence to or from:
 - a. Governor
 - b. Attorney General
 - c. Attorneys
 - d. Courts
 - e. Department of Corrections
 - f. Facility Supervisor

EXHIBIT A
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- g. Civil Rights Organizations
 - h. Editor of any newspaper
5. Inmate mail will not be limited as to the number of pages in an outgoing correspondence, however:
- a. The letter must fit in a standard 4" X 9" business envelope and,
 - b. The weight of a letter must not exceed one ounce, unless specifically approved by jail officials. Exceptions to the length and weight restrictions may be considered:
 - i. If the inmate can demonstrate a legitimate and adequate need to be exempted from the policy; or
 - ii. To accommodate the special requirements involved with legal mail.
6. Corrections staff will not hold or censor incoming inmate mail unless there is convincing evidence that such correspondence poses a clear threat to the safety and security of the facility, public officials or the general public.
- a. Any correspondence or publication which is rejected, will be rejected in it's entirety.
 - b. If mail is rejected, the inmate/addressee will be notified in writing of the rejection and the reason for the rejection. A copy of the notification will be placed in the inmate's file.
7. Inmates may correspond with anyone not specifically prohibited by court order except, no mail will be sent or received between inmates in the Columbia County Jail, without the express written consent of the Jail commander or his designee.
- a. On a case by case bases an inmate in the Columbia County Jail can request in writing to send and receive one letter per week to blood relative, husband or wife who is housed in the Columbia County Jail at the same time. This request must be approved by a Supervisor in writing.
8. Sexually explicit publications or materials will not be accepted. Sexually explicit material is any material that:
- a. Would violate state obscenity laws;
 - b. By their nature or content would pose a threat to the security, good order, treatment goals, the discipline of the jail or would facilitate criminal activity;

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- c. Would exacerbate tensions and lead directly or indirectly to disorder, even if they did not lead directly to violence; or
 - d. Promote a hostile work environment.
- 9. Inflammatory publications or material will not be accepted. Inflammatory material is any material that:
 - a. Would violate state law;
 - b. By nature or content would pose a threat to the security, good order or discipline of the jail, or would facilitate criminal activity; or
 - c. Would exacerbate tensions and lead directly or indirectly to disorder, even if they did not lead directly to violence.
- 10. Books and/or periodicals may be procured from outside the jail, however, any such book, hardbound or otherwise, must be sent directly from the publisher or bookstore via the U.S. Mail.
- 11. No personal packages will be accepted through the mail or by the Sheriff's Office Clerks.

II. INCOMING MAIL

- A. The mail is delivered to the Sheriff's Office between 0900 hours and 1100 hours, Monday through Friday, excluding holidays.
- B. Sheriff's Office Staff will sort the mail and place it in the "Jail" basket by 1200 hours on mail delivery days.
- C. Mail received for inmates who are no longer incarcerated in the Columbia County Jail will be returned to sender.
- D. Any non-privileged mail will be retrieved, opened and inspected for contraband, cash or money orders, and scanned for content by day shift.
 - 1. Mail may be withheld if it could interfere with the good order and security of the facility, i.e. escape or riot plans or any other plans for disorder.
 - a. Any correspondence rejected for content will be rejected in its entirety.
 - b. If mail is rejected the inmate/addressee will receive written notification explaining:

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- i. The correspondence has been rejected,
- ii. The reason it was rejected,
- iii. The process to informally appeal the rejection to the jail commander

A copy of the notification will be placed in the inmate's file.

2. Cash and money orders will be processed in accordance with the Inmate Money Accounts Policy and Procedure (See "INMATE PROPERTY/SECURE STORAGE J208.I.C thru J208.I.G)
3. Any contraband will be handled in accordance with the Contraband Control Policy and Procedure (J501)
4. Legal mail must be clearly marked as such. Such mail may be opened and inspected in the presence of the inmate to whom it is addressed. Legal mail shall not be read by jail staff.
5. If legal mail is inadvertently opened, jail staff will:
 - a. Advise the inmate of the incident and the circumstances involved,
 - b. Prepare an incident report to document the event and place a copy in the inmate's file.
- E. The officer charged with mail duty will log all mail into the Inmate Management Computer and note the inmate's housing assignment on the outside of the envelope.
- F. The Shift Supervisor will ensure that all mail is delivered by 1900 hours on the day of receipt if possible, but in all cases within twenty-four (24) hours of receipt.
- G. The Deputy delivering the mail will:
 1. Enter each housing unit and call the name of each inmate receiving mail.
 2. Hand the mail personally to the inmate.
 3. If the inmate is not present in the housing unit, i.e. out to court, on work assignment, medical appointment, etc., the Deputy will leave the mail with Central Control for delivery upon the inmate's return.

3. OUTGOING MAIL

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- A. Inmates will place all outgoing mail in the mail drop located in the day room of each housing unit.
1. All personal mail will be unsealed to accommodate inspection;
 2. All legal mail must be clearly marked and appropriately addressed. Legal mail may be sealed because it shall not be read by jail staff unless so authorized by a court order. Legal mail is defined as correspondence to or from:
 - a. Governor
 - b. Attorney General
 - c. Attorneys
 - d. Courts
 - e. Department of Corrections
 - f. Facility Supervisor
 - g. Civil Rights Organizations
 3. All mail will be picked up by the Rove Deputy after 2200 hours and be logged accordingly.
 4. Graveyard shift will log all outgoing mail in the Inmate Management Computer and may inspect and/or scan all personal mail for contraband and to protect the good order and security of the facility.
 5. All outgoing mail will be delivered to the Mail/Records Room in the Sheriff's Office, and placed in the "Out Basket" by 0800 hours each mail day.
 6. Sheriff's Office Staff will sort and meter all outgoing mail prior to 0900 hours each mail day to ensure it is ready for pickup by the Postal Service.

EXHIBIT 5 A
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COLUMBIA COUNTY SHERIFF'S OFFICE Jail Operations Jeff Dickerson, Sheriff	Effective: March 3, 2010 Supersedes: Inmate Mail Policy Revised November 16, 2009
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INMATE MAIL
Policy J603-R03 (03/03/10)

OJS: D1-A01 thru D1-C04, D1-A05, D2-D01,
D3-A02, F1-A01 thru F1-A03
ACA: 3-ALDF-3D-16 thru 5D-08

Applies to all staff

POLICY

It is the policy of the Columbia County Sheriff's Office to provide for and encourage the maintenance of important ties of inmates with families, friends, attorneys and the community by use of the U.S. Mail. All incoming and outgoing mail is subject to search and/or scanning for the purpose of safety and security of the jail. All correspondence to and from inmates of the Columbia County jail will be in the form of a post card unless it is legal or official mail.

Limits may be placed on the mail inmates receive based on volume, its affect on the inmate's rehabilitation or treatment, or on the safety, security and good order of the jail. Corrections staff may open and inspect all mail for contraband and may read all personal mail.

An Inmate Mail Guide will be made available to the public explaining mail rules and what can and cannot be sent through the mail to inmates. Copies of the Inmate Mail Guide will also be made available to inmates upon request. Mail policy shall also be available to the public through the sheriff's office website at www.co.columbia.or.us/sheriff, or by calling the Sheriff's Office at (503) 366-4630.

I. GENERAL INFORMATION

A. Regulations

1. Inmate mail will be picked up and delivered on a daily basis excluding Sundays and holidays.
2. The volume of mail an inmate may send or receive will be limited only to a reasonable amount as it impacts the ability of jail staff to process it.
3. Writing material and postage-paid envelopes (for legal material only), special occasion cards, and/or postcards will be available for purchase through commissary for all inmates with funds.
4. Indigent inmates will be provided writing material and postage for a maximum of two (2) personal mail pieces per week. Legal mail will be limited to a reasonable amount, and may be sent in addition to personal mail. Legal mail must be clearly marked and appropriately addressed. Legal mail is defined as correspondence to or from:

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- a. Governor
 - b. Attorney General
 - c. Attorneys
 - d. Courts
 - e. Department of Corrections
 - f. Facility Supervisor
 - g. Civil Rights Organizations
 - h. Editor of any newspaper
5. Inmate legal or official mail will not be limited as to the number of pages in an outgoing correspondence, however:
- a. The letter must fit in a standard 4" X 9" business envelope and,
 - b. The weight of a letter must not exceed one ounce, unless specifically approved by jail officials. Exceptions to the length and weight restrictions may be considered:
 - i. If the inmate can demonstrate a legitimate and adequate need to be exempted from the policy; or
 - ii. To accommodate the special requirements involved with legal mail.
6. Corrections staff will not hold or censor incoming inmate mail unless there is convincing evidence that such correspondence poses a clear threat to the safety and security of the facility, public officials or the general public.
- a. Any correspondence or publication which is rejected, will be rejected in it's entirety.
 - b. If mail is rejected, the inmate/addressee will be notified in writing of the rejection and the reason for the rejection. A copy of the notification will be placed in the inmate's file.
7. Inmates may correspond with anyone not specifically prohibited by court order except, no mail will be sent or received between inmates in the Columbia County Jail, without the express written consent of the Jail commander or his designee.
- a. On a case by case bases an inmate in the Columbia County Jail can request in writing to send and receive one letter per week to blood relative, husband or wife who is housed in the Columbia

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County Jail at the same time. This request must be approved by a Supervisor in writing.

8. Sexually explicit publications or materials will not be accepted. Sexually explicit material is any material that:
 - a. Would violate state obscenity laws;
 - b. By their nature or content would pose a threat to the security, good order, treatment goals, the discipline of the jail or would facilitate criminal activity;
 - c. Would exacerbate tensions and lead directly or indirectly to disorder, even if they did not lead directly to violence; or
 - d. Promote a hostile work environment.
9. Inflammatory publications or material will not be accepted. Inflammatory material is any material that:
 - a. Would violate state law;
 - b. By nature or content would pose a threat to the security, good order or discipline of the jail, or would facilitate criminal activity; or
 - c. Would exacerbate tensions and lead directly or indirectly to disorder, even if they did not lead directly to violence. .
10. Books and/or periodicals may be procured from outside the jail, however, any such book, hardbound or otherwise, must be sent directly from the publisher or bookstore via the U.S. Mail.
11. No personal packages will be accepted through the mail or by the Sheriff's Office Clerks.

II. INCOMING MAIL

- A. The mail is delivered to the Sheriff's Office between 0900 hours and 1100 hours, Monday through Friday, excluding holidays.
- B. Sheriff's Office Staff will sort the mail and place it in the "Jail" basket by 1600 hours on mail delivery days.
- C. Mail received for inmates who are no longer incarcerated in the Columbia County Jail will be returned to sender.

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- D. Any non-privileged mail will be retrieved, opened and inspected for contraband, cash or money orders, and scanned for content by day shift.
1. Mail may be withheld if it could interfere with the good order and security of the facility, i.e. escape or riot plans or any other plans for disorder.
 - a. Any correspondence rejected for content will be rejected in it's entirety.
 - b. If mail is rejected the inmate/addressee will receive written notification explaining:
 - i. The correspondence has been rejected,
 - ii. The reason it was rejected,
 - iii. The process to informally appeal the rejection to the jail commander

A copy of the notification will be placed in the inmate's file.
 2. Cash and money orders are not accepted. All inmates funds must be added to the inmate trust account via the TouchPay system.
 3. Any contraband will be handled in accordance with the Contraband Control Policy and Procedure (J501)
 4. Legal mail must be clearly marked as such. Such mail may be opened and inspected in the presence of the inmate to whom it is addressed. Legal mail shall not be read by jail staff.
 5. If legal mail is inadvertently opened, jail staff will:
 - a. Advise the inmate of the incident and the circumstances involved,
 - b. Prepare an incident report to document the event and place a copy in the inmate's file.
- E. The deputy charged with mail duty will log all mail into the Inmate Management Computer and note the inmate's housing assignment on the outside of the post card or envelope.
- F. The Shift Supervisor will ensure that all mail is delivered by 1900 hours on the day of receipt if possible, but in all cases within twenty-four (24) hours of receipt.
- G. The Deputy delivering the mail will:

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1. Enter each housing unit and call the name of each inmate receiving mail.
2. Hand the mail personally to the inmate.
3. If the inmate is not present in the housing unit, i.e. out to court, on work assignment, medical appointment, etc., the Deputy will leave the mail with Central Control for delivery upon the inmate's return.

3. OUTGOING MAIL

- A. All outgoing mail from inmates to their family and friends will be in the form of a postcard or special occasion card that has been purchased from the Columbia County commissary account. Inmates will place all outgoing mail in the mail drop located in the day room of each housing unit.
 1. All personal mail will be unsealed to accommodate inspection;
 2. All legal mail must be clearly marked and appropriately addressed. Legal mail may be sealed because it shall not be read by jail staff unless so authorized by a court order. Legal mail is defined as correspondence to or from:
 - a. Governor
 - b. Attorney General
 - c. Attorneys
 - d. Courts
 - e. Department of Corrections
 - f. Facility Supervisor
 - g. Civil Rights Organizations
 3. All mail will be picked up by the Rove Deputy after 2200 hours and be logged accordingly.
 4. Graveyard shift will log all outgoing mail in the Inmate Management Computer and may inspect and/or scan all personal mail for contraband and to protect the good order and security of the facility.
 5. All outgoing mail will be delivered to the Mail/Records Room in the Sheriff's Office, and placed in the "Out Basket" by 0800 hours each mail day.

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March 3, 2010

B. Use of Envelopes

Inmates may use an envelope, sold through the commissary, to send the following types of letters:

1. A legal and official mail letter
2. A legal and official mail letter that should not or cannot be folded or that is more than one ounce.
3. With staff approval, a personal letter that contains a program-related diploma or certificate that should not or cannot be folded. The inmate must have a deputy confirm the contents of such an envelope before it is sealed.
4. Inmates may not use envelopes for any type of mail that does not meet one of the three criteria listed above. Corrections staff will deduct the cost of the postage from the inmate's account for acceptable manila envelopes.

C. Sending Certified Legal or Official Mail

Inmates may send a legal or official letter using U.S. Postal Service Certified and Return Receipt mail services. Inmates will be receipted for the mailing and receiving of such mail. The Jail will charge standard postal rates for these services to the inmate. Any inmate sending certified legal or official mail must have money in his/her inmate account to pay these postal rates or have appropriate approval from corrections staff if he or she is indigent. A deputy will supply inmates with a "Request for Certified Mail" form that the inmate will be required to fill out and submit with the mail. Inmates shall be limited to two (2) certified-mail letters in any 30-day period.

EXHIBIT B
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COLUMBIA COUNTY SHERIFF'S OFFICE Jail Operations Jeff Dickerson, Sheriff	Effective: July 19, 2011 Supersedes: Inmate Mail Policy Revised March 3, 2010
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INMATE MAIL
Policy J603-R04 (07/19/11)

OJS: D1-A01 thru D1-C04, D1-A05, D2-D01,
D3-A02, F1-A01 thru F1-A03
ACA: 3-ALDF-3D-16 thru 5D-08

Applies to all staff

POLICY

It is the policy of the Columbia County Sheriff's Office to provide for and encourage the maintenance of important ties of inmates with families, friends, attorneys and the community by use of the U.S. Mail. All incoming and outgoing mail is subject to search and/or scanning for the purpose of safety and security of the jail. All correspondence to and from inmates of the Columbia County jail will be in the form of a post card unless it is privileged or official mail.

Limits may be placed on the mail inmates receive based on volume, its affect on the inmate's rehabilitation or treatment, or on the safety, security and good order of the jail. Corrections staff may open and inspect all mail for contraband and may read all personal mail.

An Inmate Mail Guide will be made available to the public explaining mail rules and what can and cannot be sent through the mail to inmates. Copies of the Inmate Mail Guide will also be made available to inmates upon request. Mail policy shall also be available to the public through the sheriff's office website at www.co.columbia.or.us/sheriff, or by calling the Sheriff's Office at (503) 366-4630.

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3. Writing material and postage-paid envelopes (for legal material only), special occasion cards, and/or postcards will be available for purchase through commissary for all inmates with funds.
4. Indigent inmates will be provided writing material and postage for a maximum of two (2) personal mail pieces per week. Legal mail will be limited to a reasonable amount, and may be sent in addition to personal mail. Legal mail must be clearly marked and appropriately addressed. Legal mail is defined as correspondence to or from:

J603-R04

July 19, 2011

- a. Governor
 - b. Attorney General
 - c. Attorneys
 - d. Courts
 - e. Department of Corrections
 - f. Facility Supervisor
 - g. Civil Rights Organizations
 - h. Editor of any newspaper
5. Inmate privileged or official mail will not be limited as to the number of pages in an outgoing correspondence, however:
- a. The letter must fit in a standard 4" X 9" business envelope and,
 - b. The weight of a letter must not exceed one ounce, unless specifically approved by jail officials. Exceptions to the length and weight restrictions may be considered:
 - i. If the inmate can demonstrate a legitimate and adequate need to be exempted from the policy; or
 - ii. To accommodate the special requirements involved with privileged mail.
6. Corrections staff will not hold or censor incoming inmate mail unless there is convincing evidence that such correspondence poses a clear threat to the safety and security of the facility, public officials or the general public.
- a. Any correspondence or publication which is rejected, will be rejected in it's entirety.
 - b. If mail is rejected, the inmate/addressee will be notified in writing of the rejection and the reason for the rejection. A copy of the notification will be placed in the inmate's file.
7. Inmates may correspond with anyone not specifically prohibited by court order. Inmates may also have no correspondence (verbal, written or third party) with a no-contact directive issued by the court, probation or the arresting officer
- a. On a case by case bases an inmate in the Columbia County Jail can request in writing to send and receive one letter per week to blood relative, husband or wife who is housed in the Columbia

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July 19, 2011

County Jail at the same time. This request must be approved by a Supervisor in writing.

8. Sexually explicit publications or materials will not be accepted. Sexually explicit material is any material that:
 - a. Would violate state obscenity laws;
 - b. By their nature or content would pose a threat to the security, good order, treatment goals, the discipline of the jail or would facilitate criminal activity;
 - c. Would exacerbate tensions and lead directly or indirectly to disorder, even if they did not lead directly to violence; or
 - d. Promote a hostile work environment.
9. Inflammatory publications or material will not be accepted. Inflammatory material is any material that:
 - a. Would violate state law;
 - b. By nature or content would pose a threat to the security, good order or discipline of the jail, or would facilitate criminal activity; or
 - c. Would exacerbate tensions and lead directly or indirectly to disorder, even if they did not lead directly to violence.
10. Books and/or periodicals may be procured from outside the jail, however, any such book, hardbound or otherwise, must be sent directly from the publisher or bookstore via the U.S. Mail.
11. No personal packages will be accepted through the mail or by the Sheriff's Office Clerks.

II. INCOMING MAIL

- A. The mail is delivered to the Sheriff's Office between 0900 hours and 1100 hours, Monday through Friday, excluding holidays.
- B. Sheriff's Office Staff will sort the mail and place it in the "Jail" basket by 1600 hours on mail delivery days.
- C. Mail received for inmates who are no longer incarcerated in the Columbia County Jail will be returned to sender.

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- D. Any non-privileged mail will be retrieved, opened and inspected for contraband, cash or money orders, and scanned for content by day shift.
1. Mail may be withheld if it could interfere with the good order and security of the facility, i.e. escape or riot plans or any other plans for disorder.
 - a. Any correspondence rejected for content will be rejected in it's entirety.
 - b. If mail is rejected the inmate/addressee will receive written notification explaining:
 - i. The correspondence has been rejected,
 - ii. The reason it was rejected,
 - iii. The process to informally appeal the rejection to the jail commander

A copy of the notification will be placed in the inmate's file.
 2. Cash and money orders are not accepted. All inmates funds must be added to the inmate trust account via the TouchPay system.
 3. Any contraband will be handled in accordance with the Contraband Control Policy and Procedure (J501)
 4. Privileged mail must be clearly marked as such. Such mail may be opened and inspected in the presence of the inmate to whom it is addressed. Legal mail shall not be read by jail staff.
 5. If Privileged mail is inadvertently opened, jail staff will:
 - a. Advise the inmate of the incident and the circumstances involved,
 - b. Prepare an incident report to document the event and place a copy in the inmate's file.
- E. The deputy charged with mail duty will log all mail into the Inmate Management Computer and note the inmate's housing assignment on the outside of the post card or envelope.
- F. The Shift Supervisor will ensure that all mail is delivered by 1900 hours on the day of receipt if possible, but in all cases within twenty-four (24) hours of receipt.
- G. The Deputy delivering the mail will:

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1. Enter each housing unit and call the name of each inmate receiving mail.
2. Hand the mail personally to the inmate.
3. If the inmate is not present in the housing unit, i.e. out to court, on work assignment, medical appointment, etc., the Deputy will leave the mail with Central Control for delivery upon the inmate's return.

3. OUTGOING MAIL

- A. All outgoing mail from inmates to their family and friends will be in the form of a postcard or special occasion card that has been purchased from the Columbia County commissary account. Inmates will place all outgoing mail in the mail drop located in the day room of each housing unit.
1. All personal mail will be unsealed to accommodate inspection;
 2. All legal mail must be clearly marked and appropriately addressed. Legal mail may be sealed because it shall not be read by jail staff unless so authorized by a court order. Legal mail is defined as correspondence to or from:
 - a. Governor
 - b. Attorney General
 - c. Attorneys
 - d. Courts
 - e. Department of Corrections
 - f. Facility Supervisor
 - g. Civil Rights Organizations
 3. All mail will be picked up by the Rove Deputy after 2200 hours and be logged accordingly.
 4. Graveyard shift will log all outgoing mail in the Inmate Management Computer and may inspect and/or scan all personal mail for contraband and to protect the good order and security of the facility.
 5. All outgoing mail will be delivered to the Mail/Records Room in the Sheriff's Office, and placed in the "Out Basket" by 0800 hours each mail day.

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B. Use of Envelopes

Inmates may use an envelope, sold through the commissary, to send the following types of letters:

1. A privileged and official mail letter
2. A privileged and official mail letter that should not or cannot be folded or that is more than one ounce.
3. With staff approval, a personal letter that contains a program-related diploma or certificate that should not or cannot be folded. The inmate must have a deputy confirm the contents of such an envelope before it is sealed.
4. Inmates may not use envelopes for any type of mail that does not meet one of the three criteria listed above. Corrections staff will deduct the cost of the postage from the inmate's account for acceptable manila envelopes.

C. Sending Certified Privileged or Official Mail

Inmates may send a privileged or official letter using U.S. Postal Service Certified and Return Receipt mail services. Inmates will be receipted for the mailing and receiving of such mail. The Jail will charge standard postal rates for these services to the inmate. Any inmate sending certified privileged or official mail must have money in his/her inmate account to pay these postal rates or have appropriate approval from corrections staff if he or she is indigent. A deputy will supply inmates with a "Request for Certified Mail" form that the inmate will be required to fill out and submit with the mail. Inmates shall be limited to two (2) certified-mail letters in any 30-day period.

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COLUMBIA COUNTY SHERIFF'S OFFICE
Jail Operations
Jeff Dickerson, Sheriff

Effective: October 21, 2011

Supersedes: Inmate Mail Policy
 Revised July 19, 2011

INMATE MAIL
 Policy J603-R05 (10/21/11)

OJS: D1-A01 thru D1-C04, D1-A05, D2-D01,
 D3-A02, F1-A01 thru F1-A03
 ACA: 3-ALDF-3D-16 thru 5D-08

Applies to all staff

POLICY

It is the policy of the Columbia County Sheriff's Office to provide for and encourage the maintenance of important ties of inmates with families, friends and the community. The Sheriff's Office reserves the inmates rights to communicate with the courts and their attorneys by use of the U.S. Mail. All incoming and outgoing mail is subject to search and/or scanning for the purpose of safety and security of the jail. All correspondence to and from inmates of the Columbia County jail will be in the form of a post card unless it is privileged or official mail.

Limits may be placed on the mail inmates receive based on volume, its affect on the inmate's rehabilitation or treatment, or on the safety, security and good order of the jail. Corrections staff may open and inspect all mail for contraband and may read all personal mail.

An Inmate Mail Guide will be made available to the public explaining mail rules and what can and cannot be sent through the mail to inmates. Copies of the Inmate Mail Guide will also be made available to inmates upon request. Mail policy shall also be available to the public through the sheriff's office website at www.co.columbia.or.us/sheriff, or by calling the Sheriff's Office at (503) 366-4630.

I. GENERAL INFORMATION

A. Regulations

1. Inmate mail will be picked up and delivered on a daily basis excluding Sundays and holidays.
2. The volume of mail an inmate may send or receive will be limited only to a reasonable amount as it impacts the ability of jail staff to process it.
3. Writing material and postage-paid envelopes (for Privileged material only), special occasion cards, and/or postcards will be available for purchase through commissary for all inmates with funds.
4. Indigent inmates will be provided writing material and postage for a maximum of two (2) personal mail pieces per week. Privileged mail will be limited to a reasonable amount, and may be sent in addition to personal mail. Privileged mail must be clearly marked and appropriately addressed. Privileged mail is defined as correspondence to or from:

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- a. Governor
 - b. Attorney General
 - c. Attorneys
 - d. Courts
 - e. Department of Corrections
 - f. Facility Supervisor
 - g. Civil Rights Organizations
 - h. Editor of any newspaper
 - i. Jail Staff will not obstruct the use of privilege mail between court and council.
5. Inmates in disciplinary or administrative segregation are not restricted from the use of mail to communicate with the courts and counsel in a manner consistent with that available to other inmates.
6. Inmate privileged or official mail will not be limited as to the number of pages in an outgoing correspondence, however:
- a. The letter must fit in a standard 4" X 9" business envelope and,
 - b. The weight of a letter must not exceed one ounce, unless specifically approved by jail officials. Exceptions to the length and weight restrictions may be considered:
 - i. If the inmate can demonstrate a legitimate and adequate need to be exempted from the policy; or
 - ii. To accommodate the special requirements involved with privileged mail.
7. Corrections staff will not hold or censor incoming inmate mail unless there is convincing evidence that such correspondence poses a clear threat to the safety and security of the facility, public officials or the general public.
- a. Any correspondence or publication which is rejected, will be rejected in it's entirety.
 - b. If mail is rejected, the inmate/addressee will be notified in writing of the rejection and the reason for the rejection. A copy of the notification will be placed in the inmate's file.

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8. Inmates may correspond with anyone not specifically prohibited by court order. Inmates may also have no correspondence (verbal, written or third party) with a no-contact directive issued by the court, probation or the arresting officer. Inmates in administrative or disciplinary segregation will not be restricted from the use for communication between courts and council in a manner consistent with other inmates.
 - a. On a case by case bases an inmate in the Columbia County Jail can request in writing to send and receive one letter per week to blood relative, husband or wife who is housed in the Columbia County Jail at the same time. This request must be approved by a Supervisor in writing.
9. Sexually explicit publications or materials will not be accepted. Sexually explicit material is any material that:
 - a. Would violate state obscenity laws;
 - b. By their nature or content would pose a threat to the security, good order, treatment goals, the discipline of the jail or would facilitate criminal activity;
 - c. Would exacerbate tensions and lead directly or indirectly to disorder, even if they did not lead directly to violence; or
 - d. Promote a hostile work environment.
10. Inflammatory publications or material will not be accepted. Inflammatory material is any material that:
 - a. Would violate state law;
 - b. By nature or content would pose a threat to the security, good order or discipline of the jail, or would facilitate criminal activity; or
 - c. Would exacerbate tensions and lead directly or indirectly to disorder, even if they did not lead directly to violence.
11. Books and/or periodicals may be procured from outside the jail, however, any such book, hardbound or otherwise, must be sent directly from the publisher or bookstore via the U.S. Mail.
12. No personal packages will be accepted through the mail or by the Sheriff's Office Clerks.
13. Availability of paper, envelopes, postage and post cards are done through the Columbia County Commissary Program. All inmates housed in the

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Columbia County Jail are able to obtain writing material regardless of their custody status are permitted this opportunity including inmates housed in segregation. This is subject to limitations to accommodate safety, security, or other legitimate interests.

II. INCOMING MAIL

- A. The mail is delivered to the Sheriff's Office between 0900 hours and 1100 hours, Monday through Friday, excluding holidays.
- B. Sheriff's Office Staff will sort the mail and place it in the "Jail" basket by 1600 hours on mail delivery days.
- C. Mail received for inmates who are no longer incarcerated in the Columbia County Jail will be returned to sender.
- D. Any non-privileged mail will be retrieved, opened and inspected for contraband, cash or money orders, and scanned for content. The day shift Supervisor will assign the Booking Deputy the responsibility of screening inmate mail in an effort to reduce the number of authorized persons participating in the mail process. This will protect the inmates rights to
 - 1. Mail may be withheld if it could interfere with the good order and security of the facility, i.e. escape or riot plans or any other plans for disorder.
 - a. Any correspondence rejected for content will be rejected in it's entirety.
 - b. If mail is rejected the inmate/addressee will receive written notification explaining:
 - i. The correspondence has been rejected,
 - ii. The reason it was rejected,
 - iii. The process to informally appeal the rejection to the jail commanderA copy of the notification will be placed in the inmate's file.
 - 2. Cash and money orders are not accepted. All inmates funds must be added to the inmate trust account via the TouchPay system.
 - 3. Any contraband will be handled in accordance with the Contraband Control Policy and Procedure (J501)

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4. Privileged mail must be clearly marked as such. Such mail may be opened and inspected in the presence of the inmate to whom it is addressed. Privileged mail is prohibited from being read by jail officials shall not be read by jail staff.
5. If Privileged mail is inadvertently opened, jail staff will:
 - a. Advise the inmate of the incident and the circumstances involved,
 - b. Prepare an incident report to document the event and place a copy in the inmate's file.
- E. The deputy charged with mail duty will log all mail into the Inmate Management Computer and note the inmate's housing assignment on the outside of the post card or envelope.
- F. The Shift Supervisor will ensure that all mail is delivered by 1900 hours on the day of receipt if possible, but in all cases within twenty-four (24) hours of receipt.
- G. The Deputy delivering the mail will:
 1. Enter each housing unit and call the name of each inmate receiving mail.
 2. Hand the mail personally to the inmate.
 3. If the inmate is not present in the housing unit, i.e. out to court, on work assignment, medical appointment, etc., the Deputy will leave the mail with Central Control for delivery upon the inmate's return.

3. OUTGOING MAIL

- A. All outgoing mail from inmates to their family and friends will be in the form of a postcard or special occasion card that has been purchased from the Columbia County commissary account. Inmates will place all outgoing mail in the mail drop located in the day room of each housing unit.
 1. All personal mail will be unsealed to accommodate inspection;
 2. All Privileged mail must be clearly marked and appropriately addressed. Privileged mail may be sealed because it shall not be read by jail staff unless so authorized by a court order. Privileged mail is defined as correspondence to or from:
 - a. Governor
 - b. Attorney General

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- c. Attorneys
 - d. Courts
 - e. Department of Corrections
 - f. Facility Supervisor
 - g. Civil Rights Organizations
3. All mail will be picked up by the Rove Deputy after 2200 hours and be logged accordingly.
 4. Graveyard shift will log all outgoing mail in the Inmate Management Computer and may inspect and/or scan all personal mail for contraband and to protect the good order and security of the facility.
 5. All outgoing mail will be delivered to the Mail/Records Room in the Sheriff's Office, and placed in the "Out Basket" by 0800 hours each mail day.

B. Use of Envelopes

Inmates may use an envelope, sold through the commissary, to send the following types of letters:

1. A privileged and official mail letter
2. A privileged and official mail letter that should not or cannot be folded or that is more than one ounce.
3. With staff approval, a personal letter that contains a program-related diploma or certificate that should not or cannot be folded. The inmate must have a deputy confirm the contents of such an envelope before it is sealed.
4. Inmates may not use envelopes for any type of mail that does not meet one of the three criteria listed above. Corrections staff will deduct the cost of the postage from the inmate's account for acceptable manila envelopes.

C. Sending Certified Privileged or Official Mail

Inmates may send a privileged or official letter using U.S. Postal Service Certified and Return Receipt mail services. Inmates will be receipted for the mailing and receiving of such mail. The Jail will charge standard postal rates for these services to the inmate. Any inmate sending certified privileged or official mail

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must have money in his/her inmate account to pay these postal rates or have appropriate approval from corrections staff if he or she is indigent. A deputy will supply inmates with a "Request for Certified Mail" form that the inmate will be required to fill out and submit with the mail. Inmates shall be limited to two (2) certified-mail letters in any 30-day period.

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COLUMBIA COUNTY SHERIFF'S OFFICE
 Jail Operations
 Jeff Dickerson, Sheriff

Effective: January 26, 2012

Supersedes Inmate Mail Policy
 Revised October 21, 2011

INMATE MAIL
 POLICY J603-R06 (01/26/12)

OJS: D1-A01 THRU D1-C04, D1-A05, D2-D01,
 D3-A02, F1-A01 THRU F1-A03

ACA: 3-ALDF-3D-16 thru 5D-08

Applies to all staff

POLICY

Jail mail handling procedures must support the inmate's need to communicate in writing to carry out legal business and maintain family and community ties. The procedures must also meet the Jail's need for efficient operations that preserve the good order, safety, and security of the facility, inmates, and staff.

DEFINITIONS

Contraband. 1) Controlled substances as defined in ORS 475.005. 2) Drug paraphernalia as defined by ORS 475.525. 3) Any currency possessed by or under the control of an inmate confined in a correctional facility, except for an authorized amount for an inmate at the Community Corrections Center. 4) Any item that a person in a correctional facility is prohibited by statute, rule, or order from obtaining or possessing, *and* whose use would endanger the safety or security of the facility or person within. 5) An unauthorized item in an inmate's possession or in a cell, bunk, or common area. 6) An authorized item altered in any way. 7) More than the authorized number of an item.

Indigent. A financial condition when an inmate has less than \$5 in his or her inmate account and has not had more than that amount for seven days.

Inflammatory material. Writings or other printed materials that pose a threat to the security, safety, or good order of the jail because it may incite or advocate physical violence against others. This includes material that advocates the supremacy or hatred of a racial, religious, national, or other group of people. (*Note:* Criticism of jail operations, programs, or staff, on its own, is not inflammatory material. If the criticism involves an illegal act or violates a jail rule, staff will handle it as that type of prohibited mail.)

Junk mail. Printed materials, often sent as mass mailings, such as catalogs, advertisements, brochures, circulars, and pamphlets whose primary purpose is to sell, promote or solicit for, a product or service, and when taken as a whole, lacks serious literary, artistic, political, educational, religious, or scientific value. Junk mail may come using a variety of postage rates.

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Privileged mail. Incoming or outgoing mail addressed to or from a licensed attorney and is clearly marked "legal mail" on the address side of the envelope. Incoming or outgoing mail addressed to or from the sheriff, jail command staff, county administrator, probation authorities, district attorney, state attorney general, Governor, court, a court official, and other confining authorities that is clearly marked "official mail" on the address side of the envelope.

Mail handler. A staff member who picks up, transports, sorts, delivers, inspects, reads, or performs other duties related to processing inmate mail.

Negotiable instrument. A written document that represents an unconditional promise to pay a specified amount of money upon the demand of its owner. Examples include checks and promissory notes. Negotiable instruments can be transferred from one person to another, as when a person writes "pay to the order of" on the back of a check in order to turn it over to someone else.

Periodical. A magazine, newspaper, or other publication formed of printed sheets that are issued at least four times a year at regular, specified intervals from a known office of publication. Periodicals usually must have a legitimate list of subscribers and requesters.

Personal mail. Postcards mailed to or from family, friends, organizations, businesses, or other unofficial entities.

Sexually explicit. 1) A pictorial depiction of any of the following: actual or simulated sexual acts (including sexual intercourse, oral sex, anal sex, or masturbation); sexual penetration; bestiality; sexual violence; sadomasochism; excretory functions; and exposed genitalia, buttocks, or female breasts, unless the exposure is for legitimate medical, religious, or anthropological reasons. 2) A written or pictorial depiction of lewdness, licentiousness, or graphic erotic behavior designed to cause sexual excitement. 3) Sex acts involving children. 4) Materials that violate state and local obscenity laws. (Note: Whether the material is commercially produced or is personally made or written has no bearing on this definition.)

Two-party check. A check that the payee endorses so that another person may cash it.

PROCEDURES

INMATE MAIL OVERVIEW

1. Mail Limits and Restrictions

Staff will normally not limit, censor, or restrict the volume, language, content, or source of mail or publications.

- a. General reasons for limiting or restricting mail are:

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- (1) There is reason to believe that such correspondence would jeopardize personal safety, jail security or good order, inmate treatment, or would facilitate violation of the law.
 - (2) There is reason to believe that a sentenced inmate in rehabilitative programs would benefit from a limit with whom he or she has contact or the publications he or she receives.
 - (3) The volume of mail would place an unreasonable burden on mail handlers.
- b. Specific reasons and examples for limiting, restricting, and prohibiting mail, which fall under each general reason category, are in Appendix 1, Prohibited Mail.
 - c. Inmates may receive a disciplinary sanction that restricts personal mail. (See policy J212, *Rules and Discipline*.)

2. Sources of Incoming Mail

Jail staff will only accept written correspondence, notes, parcels, or documents for inmates that have been delivered by the U.S. Postal Service and distributed by Columbia County Jail Staff.

3. Postcards for Personal or Personal Business Mail

Inmates may send postcards they receive in their initial inmate hygiene kit or through jail commissary. Inmates may receive postcards in any size that is delivered by the U.S. Postal Service up to a maximum size of 5-1/2" tall x 8-1/2" wide. The jail does not permit any other form of personal mail for inmates. Inmates are not limited to a specific number of postcards that they may receive or send. Lodged inmates receive two postcards in their hygiene kit, and may purchase additional postcards through jail commissary. Policy 212, Rules and Discipline, sets limits on the number of personal mail items allowed in an inmate's cell. Provisions for legal and official mail begin at paragraph 12, below.

4. Exception to Postcards for Inmates Within 30 Days of Completing Sentence

A sergeant may allow an inmate who is continuously involved in rehabilitation programs permission to correspond with a specific person (both sending and receiving). A supervisor must document that corresponding with the person is in the best interest of an inmate's rehabilitation. A suitable example might include a letter sent to reconnect with family prior to release.

5. Photographs on Postcards

Inmates may receive postcards with photographs on one side as allowed by the U.S. Postal Service and jail rules. No other photographs are allowed on postcards.

6. Indigent Inmate Mail

Indigent inmates are afforded the opportunity once per week to purchase an indigent hygiene kit through the commissary program. Hygiene kits are taken to the pods and

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offered to all inmates. The indigent hygiene kit consists of two postage prepaid postcards, a pencil and hygiene items.

7. Addressing Inmate Mail

Incoming mail must have the inmate's booking name and should have the inmate's booking number as part of the addressee information.

8. Return Address

Incoming mail must have the name and address of the sender. The return address on legal and official mail must have the sender's job, agency, or firm title and address commercially preprinted or stamped.

- a. If the inmate is in custody, a mail handler will confiscate any mail without a return name and address. He or she will open it to both identify a sender's name and to see if it contains negotiable instruments or other items that need to be listed on the confiscation notice. This procedure also applies when mail is "refused" and returned to the jail.
- b. If the inmate is no longer in custody, the mail handler will open the mail to check for negotiable instruments, stamps, official documents, or similar items of monetary or official value.

(1) If there are no valuables, the mail handler will destroy the mail.

(2) If the mail contains valuables, the mail handler will take steps to identify the sender and return the mail to the sender. If a sender's name and address is not found, the mail handler will send the mail to the inmate's last known address. A mail handler will destroy any mail, along with its valuables, that is returned to the jail after sending it to the original sender or former inmate.

9. Postage-Due Mail

The jail will not accept or pay for any inmate mail with postage due.

10. Junk Mail

Jail staff will accept solicited or unsolicited junk mail or bulk mail for inmates, unless it violates other mail restrictions (such as containing sexually explicit content).

11. Personal Business Mail Needing Special Handling

A jail sergeant may approve mail that needs special handling so an inmate can conduct personal business. For example, the use of a business reply envelope to send a document back to the originating firm or signing a mailed-in personal check to make a rent or car payment or renew a driver's license. Such a check must not have a blank payee line. The inmate must act to add a cosigner to a checking account or make other arrangements to prevent reoccurrence of this need. Supporting documents, such as payment coupons or rent contracts, must accompany any personal business mail.

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PRIVILEGED MAIL

12. Legal and Official Mail

Jail staff must protect the rights of inmates to privileged, confidential communication with their attorneys, the courts, and confining authorities.

- a. The sender is responsible for legitimately, properly, and clearly marking and addressing legal and official mail so that jail staff recognize it and treat it as confidential.
 - (1) The return address on all incoming legal and official mail must have the sender's job, agency, or firm title and address either commercially preprinted on the envelope or a label, or as an ink stamp. The sender's name should be handwritten if not preprinted. Staff will treat all mail with return addresses that are completely handwritten as personal mail.
 - (2) The words "Legal Mail," "Official Mail," or similar designation must appear on the address side of the envelope. Jail staff will not assume the contents of any letter from an attorney, law firm, or government official is legal or official mail.
 - (3) Jail staff will treat improperly marked or addressed mail as personal mail.
- b. Staff must not open recognized legal or official mail outside the presence of the inmate. They may open it in the presence of the inmate to inspect it for contraband, but they must not read its contents.
- c. A staff member must write a Jail Incident Report if he or she inadvertently opens a piece of recognizable legal or official mail outside the presence of the inmate.
- d. Before the letter leaves the pod, deputies must verify that any letter marked as legal or official mail is addressed to a person that qualifies for that privacy protection. Pod deputies will contact a shift sergeant if they suspect fraud.
- e. Jail staff will pursue administrative, criminal, and disciplinary actions, as fitting, against all those involved in the fraudulent use of legal or official mail designations.

13. Contents of Envelopes and Parcels (Legal and Official Mail Only)

An envelope may only contain written correspondence that meets the definition of legal or official mail. A parcel may only contain up to three books or three periodicals. Mail handlers will consider any other item in the envelope or parcel as contraband and treat it as prohibited mail.

14. Pre-Stamped Envelopes

Jail staff will make pre-stamped First Class business size or manila envelopes available for inmates to buy from the commissary for legal or official mail. Indigent inmates may obtain pre-stamped envelopes for legal or official mail per paragraph 6.

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Misrepresentation of legal or official mail is strictly prohibited and may result in disciplinary action against the inmate sender. An inmate may ask to mail an oversize or overweight envelope using special postal services procedures listed below.

15. Certified Mail Limits for Legal or Official Mail

An inmate may send up to two letters as certified legal or official mail in a 30-day period. The inmate must have sufficient funds in his or her account to pay for the service. A jail supervisor may make exceptions to the volume of certified mail an inmate sends and may approve credit to allow an indigent inmate to send certified legal or official mail.

16. Requests for Certified Mail

An inmate that needs to send a letter using certified mail must fill out an Inmate Request Form. Only a supervisor can approve this request and it must be for the purpose of mailing legal, official, or materials related to an inmate's rehabilitation program that have been screened and approved by the jail staff. The supervisor will ensure that the inmate's correspondence is ready to mail at the time of the request. If an inmate's request is approved, the supervisor will forward the request to the front office staff.

- a. Jail staff will verify if the inmate has sufficient funds in his or her account before processing any request. They will forward requests from indigent inmates to a supervisor. The inmate will fill out the necessary U.S. Postal Service forms— Receipt for Certified Mail (PS Form 3800) and Domestic Return Receipt (PS Form 3811). The inmate will give the letter and the forms to a jail supervisor, who will forward the mail to front office staff – who will mail the letter and charge the inmate for the postal fees for these special services. The inmate request form will be the source document authorizing the charge.
- b. Staff will pass the receipt on to the inmate when it returns in incoming mail. They will return the Domestic Return Receipt postcard to the post office if the inmate is no longer in jail.

17. Other Special Postal Services

An inmate will use an Inmate Request form to request permission to mail oversize or overweight items or for other special postal services. If a jail sergeant or command officer approves such a request, funds will be drawn from the inmate's account to cover the costs.

PUBLICATIONS

18. Publications

An inmate must have someone outside the jail prepay for any publication he or she receives. An inmate may not engage in any delayed payment or credit ordering of publications while inside the jail.

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19. Books

An inmate may receive up to three books on a single mail delivery day. Books must come directly from the publisher, a book club, or a bookstore. Books may be new or used. They may not be larger than 9 inches by 12 inches. They may not have plastic or metal bindings. Either hardback or paperback books are acceptable for general population inmates. Inmates in segregation, including medical segregation, may only receive paperback books from recognized sources. Mail handlers will consider any other item in the envelope or parcel as contraband and treat it as prohibited mail.

20. Periodicals

An inmate may receive up to two periodicals on a single mail delivery day. Periodicals must be new and be delivered directly from the publisher or a bookstore. Periodicals include magazines.

21. Prohibited publications, books or periodicals.

The jail must determine whether a specific publication, book or periodical violates jail rules. This determination must be made on an issue-by-issue basis, and it is unacceptable to put a blanket prohibition on all issues of a certain publication or periodical. If an issue of a publication, book or periodical is determined to violate jail rules, it should be returned to the sender and notification to the sender and the inmate should be made pursuant to paragraph 31.

MONEY-BY-MAIL**22. No cash or negotiable instrument will be accepted through the mail and will be returned to sender for violation of the Mail Policy. A jail commander or designee can make exceptions to this policy for reasonable accommodations purposes. To return funds, the mail handler will:**

- a. Send a Returned Mail form letter to the sender along with the instrument being returned. Note on the letter the amount, number, and issuing institution of the check. Note the payee's name if it was not the inmate
- b. Send the inmate a copy of the form letter and keep a mail file copy for reference.

REGULATING INMATE MAIL**23. Restrictions on Outgoing Mail Recipients**

Inmates who are prohibited from sending mail to a specific recipient pursuant to a valid court order will not be allowed to send mail to that recipient and may be disciplined for attempting to do so.

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24. Regulating Inmate Mail Written in a Foreign Language

Incoming mail written in a language other than English must be interpreted prior to delivery. The interpreter of inmate mail may be a designee from the Sheriff's Office or other law enforcement agency.

If, after translation, there are reasonable grounds to believe that the contents of any mail could pose a risk to facility, community, or national security, it will not be delivered. The mail handler will confiscate and place *outgoing* mail in the inmate's property storage, and will return *incoming* mail to the sender, in each case giving notice to the inmate or sender per paragraph 31 below.

25. Correspondence with Victims

Inmates may not correspond with a victim of a crime for which they are currently in custody in either pretrial or sentenced status. A jail supervisor may make exceptions.

26. Mail with Health Care Appointment Information

To ensure transport security, a mail handler will confiscate any mail with information about upcoming health care appointments, and notify the inmate and sender of the confiscation. The mail handler should inform health care staff of the letter.

27. Gang-Related and Security Threat Group Materials in Mail

A mail handler will photocopy incoming or outgoing mail with gang-related or security threat group material and send the copy to the Gang Deputy. The mail handler will confiscate the mail as a prohibited item, and notify the sender per paragraph 31.

28. Commercial Business Transactions and Government Services by Mail

An inmate may not conduct commercial business transactions by mail or request services from a government agency without the approval of a jail supervisor. Examples of transactions and requests include:

- a. Buying or selling an item, real property, or service
- b. Applying for a credit card
- c. Applying for a commercial or student loan
- d. Opening a bank account
- e. Enrolling in a college course
- f. Applying for food stamps
- g. Any obligation of funds to which the inmate does not have access

29. Mail Monitoring

Absent a court order, a jail supervisor will only approve a request to monitor a specific inmate's mail because there is reasonable belief that there is a legitimate penological or public safety reason to do so. This is including, but not limited to the welfare and safety of the inmates or staff, the good order or security of the facility, the protection of property, the prevention of the commission of additional crimes or conspiracy to commit a crime, to thwart attempts to destroy or tamper with evidence of crimes or to harass or intimidate witnesses. The requester from outside the jail must complete a

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Request for Inmate Mail Monitoring. An approved request will expire 30 days after its approval date. The requester must submit a new request to continue monitoring. Jail staff will read the inmate's mail and decide if any of it applies to the request and will only forward copies of mail that does apply. The requester must pick up the copies in person if from an agency within Columbia County. The jail commander or designee will coordinate the mail-monitoring program.

30. Confiscating Prohibited Mail

Normally, mail handlers confiscate prohibited items. The sender of confiscated mail must be notified pursuant to paragraph 31. Staff may return prohibited mail to a sender if it is in the best interest of the jail not to store it, such as perishables.

- a. Mail handlers will confiscate postcards, letters, cards, and publications in whole rather than removing or obliterating individual pages, passages, or words with prohibited content. They will confiscate items that exceed a number limit as an entire set rather than passing on a selection that would meet the maximum number allowed.
- b. Mail handlers will use a Prohibited Mail Slip to inform the inmate of the confiscation and use a copy as a tag for the items. They will place confiscated items in the inmate's property storage, unless it is evidence in a jail disciplinary action or a crime. They will handle evidence according to the applicable policy: Staff will not notify the inmate or sender if they confiscate items that are part of a criminal investigation.
- c. Mail handlers must notify the sender in writing that mail they sent was confiscated or not delivered to the inmate, unless the inmate is no longer in custody. They should use a Prohibited Mail Slip for the notification. Any notice will give the reason and explain how the sender can informally appeal the action.
- d. A mail handler may destroy any item in mail that presents a health or safety risk if it were to be stored in the jail or returned to sender, and notify the sender by sending a Prohibited Mail Slip.

PROCESSING INCOMING MAIL

31. Initial Processing of Incoming Mail

The mail handler will process incoming mail for inmates in the following manner:

- a. Return mail to the sender (unopened if possible) or the USPS if any of the following apply:
 - (1) Incoming personal mail that is not a postcard, except privileged (legal or official) mail.

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- (2) The addressee cannot be identified because of missing or incomplete information
 - (3) Prohibited items are affixed to the mail
 - (4) Foreign substances or stains are on the mail
 - (5) Odors, including perfume, are coming from the mail
 - (6) The mail contains cash or negotiable instruments
 - (7) The mail can otherwise be identified as being or containing prohibited mail before it is opened
- b. Send a notice of right to reconsideration with returned mail. Send a notice of right to reconsideration to senders of confiscated mail. Complaints and requests for reconsideration shall be forwarded to the Jail Commander for a determination of compliance with the Mail Policy and applicable legal requirements.
 - c. Handle mail without a return name and address according to paragraph 8.
 - d. Look up the inmate's name on an Alpha List Sorted by Name report and write the inmate's pod number or "CCJ" on the mail. Return mail to the sender if the inmate is not in jail.
 - e. Separate legal and official mail from personal mail and books, periodicals and bulk mail.
 - f. Open and inspect the contents of personal mail, books, periodicals and bulk mail for contraband items and money. Confiscate any prohibited item.
 - g. Have a jail sergeant or jail commander look at personal business mail that may need approval for special handling. If approved, provide handling instructions to the roving deputy.
 - h. Remove books from their mailing parcel.
 - i. Place mail in a foreign language in the "translation required" box. Take steps to locate a staff member who speaks that language. If mail cannot be translated within a reasonable time, the mail handler will forward the mail to a supervisor.
 - j. Sort mail by pod and place in the pod folders in booking before 0800 hours (8:00 a.m.).
 - k. Place mail to return to the post office in booking pickup box.

32. Pod Processing of Incoming Mail

Day shift roving deputies will pick up the mail for their pods when coming on duty. They, or other staff if appropriate, will process the inmate mail for their pods as follows:

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- a. Scan all personal postcards and books, periodicals and bulk mail for prohibited content. Read in-depth only if there is a legitimate jail interest.
- b. Remove postage stamps, flap-sealing tape, and gummed and adhesive address labels. (Remove labels only on personal mail—leave labels on legal and official mail).
- c. Remove subscription-ordering postcards from magazines.
- d. Open recognizable legal and official mail in front of the inmate and inspect it only for contraband—not content. (Deputies, or other staff, must not read the contents.)
- e. The mail handler will scan each piece of mail with a bar code scanner to indicate the status of that item. The mail handler will scan the inmate's name and then scan the appropriate bar code for the disposition of the item. Every piece of mail will be scanned with one of the following scans:
 - (1) Personal Mail Received
 - (2) Privileged Mail Received
 - (3) Bulk Mail Received
 - (4) Periodicals (i.e. magazines) Received
 - (5) Books Received
 - (6) Returned Mail (Prohibited Mail Slip to follow)
 - (7) Confiscated Mail (Report to Follow)
- f. Deliver the mail as soon as practical upon receipt. Passing mail under an inmate's door and placing books by the door is acceptable.
- g. Have the inmate write his or her name and booking number on the inside flap of books. For magazines without mailing labels directly attached, have the inmate write his or her name and booking number on the cover. Newspapers do not need marking.

33. Mail as Nuisance Contraband

Inmates are responsible for getting rid of any mailed item that puts them over the limits of allowed for nuisance contraband under policy J212, *Rules and Discipline*. An inmate may transfer items to their bin in the property room using procedures in policy J208, *Secure Storage of Inmate Property*.

OUTGOING MAIL

34. General Mail Rules for Inmates

Inmates—

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- a. May only use lead or colored pencils to write correspondence.
- b. May only use postcards sold through the commissary or issued by the jail.
- c. Must send legal, official or approved letters, notes, or other written materials using the USPS or other approved system.
- d. Must put their first and last name, booking number, and the jail address as the return address.
- e. May not draw or write anything on the outside of an envelope other than name and address information and "legal" or "official" mail designations.
- f. May not send out jail forms for others to fill out on behalf of the inmate.
- g. May not send prohibited mail. They are subject to disciplinary action for doing so.
- h. Should pass on prohibited mail rules to people and businesses with whom they correspond.

35. Inspection of Outgoing Envelopes

Before legal or official mail leaves the pod, roving deputies will verify the contents are legal or official mail before sealing the envelope. The inspecting deputy will initial and write their DPSST number on the flap to show this verification. As *appropriate*, the deputy will return it to the inmate, confiscate it as evidence in disciplinary proceedings, or contact a jail sergeant or jail command officer if—

- a. The return name, booking number, and address are incomplete or false.
- b. There is drawing or non-address-related writing on the envelope.
- c. There is prohibited material on the envelope.
- d. Addressee information is missing that could cause the letter to be undeliverable and returned to the jail.
- e. It is a manila envelope whose addressee does not meet the criteria for being legal or official mail or being a program-related certificate or diploma.
- f. They believe the envelope should be opened for a legitimate reason.

36. Opening and Inspecting Contents of Outgoing Mail

Mail handling staff will not read outgoing legal or official mail unless they have the approval of a sergeant or command officer.

- a. A jail supervisor may have staff read outgoing mail at any time and for any reason, except for legal or official mail. This authorization may be by housing area, class of inmate, individual inmate, or other basis. It may also be on an ongoing or a random basis and for any length of time. However, the jail commander or designee must approve any ongoing monitoring of a specific inmate, as previously noted.
- b. Mail handlers will notify a jail supervisor if—
 - (1) They suspect outgoing mail contains contraband.
 - (2) It may present a safety or security issue based on the addressee.
 - (3) They have reasonable suspicion the mail may contain other contents of legitimate jail interest.

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37. Posting Outgoing Mail

Inmates will place outgoing mail in the designated mail box located inside of their pod. The Grave yard shift roving Deputy's will pick up the mail out of the mail box and deliver it to the booking area to be processed. The mail will be placed in the outgoing mail basket and delivered to the front office for the regularly scheduled morning pickup on that same day as long as it is not a weekend or holiday. Outgoing mail should be processed within one business day after being received from the inmate.

a. Processing of inmate mail will consist of:

- (1) Sorting the mail
- (2) Scanning the inmates name and appropriate bar code to reflect the proper disposition of the mail.
 - A. Outgoing Personal Mail
 - B. Outgoing Privilege Mail (Official & Legal)
 - C. Mail Returned (Prohibited Mail Slip to follow)
 - D. Confiscated Mail (Report to Follow)
 - E. Outgoing Package
 - F. Outgoing Certified Mail.

38. Mail Delivery

Staff should deliver mail to inmates within 24 hours of receipt at the jail. Reasonable exceptions are allowed when special processing is required, such as for mail delivered late in the day, needing translation, or items held as evidence in a criminal or disciplinary investigation, etc.

ADMINISTRATIVE ISSUES**39. Mail Rules**

The jail commander or designee will ensure mail rules are a part of inmate orientation and the *Inmate Manual* and will make copies of the Inmate Mail Guide available to the public. Civilian staff members who discover apparent misconduct as a result of reading inmate mail will report it via the chain of command.

40. Mail Complaints

Staff members will direct mail complaints from the public to a jail command officer. The officer should attempt to respond to the complainant within two business days. Inmates will use the inmate grievance process to lodge complaints or ask for the return of confiscated items.

41. Mail Handler Supervision and Training

A jail supervisor will supervise the day-to-day handling of inmate mail. He or she will assign staff to perform primary inmate mail duties. Staff who initially handle or open incoming inmate mail should attend training on the safe handling of strange or

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suspicious packages or receive similar training from another source. Those who open mail should also receive training on recognizing gang and security threat group symbols and signs.

42. Change of Address Responsibilities and Forwarding Mail

Inmates are responsible for submitting change of address requests to the publishers of the periodicals they receive and to others that send them mail at the jail. Mail handlers will normally not forward mail for inmates who are no longer in jail custody. They will return correspondence and packages unopened to the sender and throw periodicals away.

43. Holding Mail

Mail handlers will normally not hold mail for inmates released or temporarily transferred to another facility. A jail command officer may make exceptions.

44. Returning Mail to Sender

To return postcards, a mail handler will use a sticker or stamp marked "return to sender," note the reason for refusal on the stamp, obliterate any mail-sorting bar code, and return it to the post office. To return unopened mail (other than postcards), a mail handler will use the "return to sender" stamp in place of the sticker.

To return mail that was opened, a mail handler must repackage it and send it at the expense of the jail to the sender. The mail handler will include a copy of the Returned Mail form letter and the Inmate Mail Guide if he or she repackages the mail.

Mail handlers will use a Property Transfer and Confiscation form to inform the inmate when mail is returned to sender.

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o **Appendix 1: Prohibited Mail**

Jail staff will not allow an inmate to receive or send mail that—

1. Contains—
 - a. Threats of physical harm, blackmail, extortion, or other criminal activity
 - b. Plans for escape, criminal activity, or activity that violates jail rules
 - c. Gang-related material
 - d. Information that, if conveyed, could result in physical harm to someone
 - e. Sexually explicit materials
 - f. Inflammatory material
 - g. Contraband materials (see definition on page 1 and paragraphs 32-34), including but not limited to such commonly mailed items as:
 - (1) Books larger than 9 by 12 inches or with plastic or metal bindings
 - (2) More than three books in a single piece of mail
 - (3) Foreign substances, such as:
 - (a) Bodily fluids
 - (b) Lipstick or perfume
 - (c) Glue or paint
 - (d) Anything with an unusual stain or odor that indicates a foreign substance may be present
2. Is written in code or suspected code
3. Is written in a foreign language not read by a mail handler or other reasonably available staff member
4. Was sent by an inmate to a third party who then forwarded to another inmate
5. Was a form of written communication not sent through the USPS or other approved system
6. Is incoming mail and comes from an inmate lodged in the Columbia County Jail, or other corrections-monitored facility that lodges in-custody inmates. This includes mental hospitals and treatment facilities.
7. Is to or from an inmate on electronic home detention.
8. Is to or from a victim of a crime that the inmate is in custody for in either pretrial or sentenced status.
9. Would violate a court order.
10. May produce a hostile work environment, such as sexual harassment.
11. Does not promote jail program and rehabilitation treatment goals.

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12. Is not an approved commercial business or government service transaction.
13. Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms.
14. Violates negotiable instrument limits on sources and maximum dollar amount.
15. Is fraudulently marked as legal or official mail.

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COLUMBIA COUNTY SHERIFF'S OFFICE
Jail Operations
Jeff Dickerson, Sheriff

Effective: February 10, 2012

Supersedes Inmate Mail Policy
Revised January 26, 2012

INMATE MAIL
POLICY J603-R07 (02/10/12)

OJS: D1-A01 THRU D1-C04, D1-A05, D2-D01,
D3-A02, F1-A01 THRU F1-A03

ACA: 3-ALDF-3D-16 THRU 5D-08

Applies to all staff

POLICY

Jail mail handling procedures must support the inmate's need to communicate in writing to carry out legal business and maintain family and community ties. The procedures must also meet the Jail's need for efficient operations that preserve the good order, safety, and security of the facility, inmates, and staff.

DEFINITIONS

Contraband. 1) Controlled substances as defined in ORS 475.005. 2) Drug paraphernalia as defined by ORS 475.525. 3) Any currency possessed by or under the control of an inmate confined in a correctional facility, except for an authorized amount for an inmate at the Community Corrections Center. 4) Any item that a person in a correctional facility is prohibited by statute, rule, or order from obtaining or possessing, *and* whose use would endanger the safety or security of the facility or person within. 5) An unauthorized item in an inmate's possession or in a cell, bunk, or common area. 6) An authorized item altered in any way. 7) More than the authorized number of an item.

Indigent. A financial condition when an inmate has less than \$5 in his or her inmate account and has not had more than that amount for seven days.

Inflammatory material. Writings or other printed materials that pose a threat to the security, safety, or good order of the jail because it may incite or advocate physical violence against others. This includes material that advocates the supremacy or hatred of a racial, religious, national, or other group of people. (*Note: Criticism of jail operations, programs, or staff, on its own, is not inflammatory material. If the criticism involves an illegal act or violates a jail rule, staff will handle it as that type of prohibited mail.*)

Junk mail. Printed materials, often sent as mass mailings, such as catalogs, advertisements, brochures, circulars, and pamphlets whose primary purpose is to sell, promote or solicit for, a product or service, and when taken as a whole, lacks serious literary, artistic, political, educational, religious, or scientific value. Junk mail may come using a variety of postage rates.

Privileged mail. Incoming or outgoing mail addressed to or from a licensed attorney and is clearly marked "legal mail" on the address side of the envelope. Incoming or outgoing mail addressed to or from the sheriff, jail command staff, county

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administrator, probation authorities, district attorney, state attorney general, Governor, court, a court official, and other confining authorities that is clearly marked "official mail" on the address side of the envelope.

Mail handler. A staff member who picks up, transports, sorts, delivers, inspects, reads, or performs other duties related to processing inmate mail.

Negotiable instrument. A written document that represents an unconditional promise to pay a specified amount of money upon the demand of its owner. Examples include checks and promissory notes. Negotiable instruments can be transferred from one person to another, as when a person writes "pay to the order of" on the back of a check in order to turn it over to someone else.

Periodical. A magazine, newspaper, or other publication formed of printed sheets that are issued at least four times a year at regular, specified intervals from a known office of publication. Periodicals usually must have a legitimate list of subscribers and requesters.

Personal mail. Postcards mailed to or from family, friends, organizations, businesses, or other unofficial entities.

Sexually explicit. 1) A pictorial depiction of any of the following: actual or simulated sexual acts (including sexual intercourse, oral sex, anal sex, or masturbation); sexual penetration; bestiality; sexual violence; sadomasochism; excretory functions; and exposed genitalia, buttocks, or female breasts, unless the exposure is for legitimate medical, religious, or anthropological reasons. 2) A written or pictorial depiction of lewdness, licentiousness, or graphic erotic behavior designed to cause sexual excitement. 3) Sex acts involving children. 4) Materials that violate state and local obscenity laws. (*Note: Whether the material is commercially produced or is personally made or written has no bearing on this definition.*)

Two-party check. A check that the payee endorses so that another person may cash it.

PROCEDURES

INMATE MAIL OVERVIEW

1. Mail Limits and Restrictions

Staff will normally not limit, censor, or restrict the volume, language, content, or source of mail or publications.

a. General reasons for limiting or restricting mail are:

- (1) There is reason to believe that such correspondence would jeopardize personal safety, jail security or good order, inmate treatment, or would facilitate violation of the law.

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- (2) There is reason to believe that a sentenced inmate in rehabilitative programs would benefit from a limit with whom he or she has contact or the publications he or she receives.
- (3) The volume of mail would place an unreasonable burden on mail handlers.
- b. Specific reasons and examples for limiting, restricting, and prohibiting mail, which fall under each general reason category, are in Paragraph 44, Prohibited Mail.
- c. Inmates may receive a disciplinary sanction that restricts personal mail. (See policy J212, *Rules and Discipline*.)

2. Sources of Incoming Mail

Jail staff will only accept written correspondence, notes, parcels, or documents for inmates that have been delivered by the U.S. Postal Service and distributed by Columbia County Jail Staff.

3. Postcards for Personal or Personal Business Mail

Inmates may send postcards they receive in their initial inmate hygiene kit or through jail commissary. Inmates may receive postcards in any size that is delivered by the U.S. Postal Service up to a maximum size of 5-1/2" tall x 8-1/2" wide. The jail does not permit any other form of personal mail for inmates. Inmates are not limited to a specific number of postcards that they may receive or send. Lodged inmates receive two postcards in their hygiene kit, and may purchase additional postcards through jail commissary. Policy 212, Rules and Discipline, sets limits on the number of personal mail items allowed in an inmate's cell. Provisions for legal and official mail begin at paragraph 12, below.

4. Exception to Postcards for Inmates Within 30 Days of Completing Sentence

A sergeant may allow an inmate who is continuously involved in rehabilitation programs permission to correspond with a specific person (both sending and receiving). A supervisor must document that correspondence with the person is in the best interest of an inmate's rehabilitation. A suitable example might include a letter sent to reconnect with family prior to release.

5. Photographs on Postcards

Inmates may receive postcards with photographs on one side as allowed by the U.S. Postal Service and jail rules. No other photographs are allowed on postcards.

6. Indigent Inmate Mail

Indigent inmates are afforded the opportunity once per week to purchase an indigent hygiene kit through the commissary program. Hygiene kits are taken to the pods and offered to all inmates. The indigent hygiene kit consists of two postage prepaid postcards, a pencil and hygiene items.

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7. Addressing Inmate Mail

Incoming mail must have the inmate's booking name and should have the inmate's booking number as part of the addressee information.

8. Return Address

Incoming mail must have the name and address of the sender. The return address on legal and official mail must have the sender's job, agency, or firm title and address commercially preprinted or stamped.

- a. If the inmate is in custody, a mail handler will confiscate any mail without a return name and address. He or she will open it to both identify a sender's name and to see if it contains negotiable instruments or other items that need to be listed on the confiscation notice. This procedure also applies when mail is "refused" and returned to the jail.
- b. If the inmate is no longer in custody, the mail handler will open the mail to check for negotiable instruments, stamps, official documents, or similar items of monetary or official value.
 - (1) If there are no valuables, the mail handler will destroy the mail.
 - (2) If the mail contains valuables, the mail handler will take steps to identify the sender and return the mail to the sender. If a sender's name and address is not found, the mail handler will send the mail to the inmate's last known address. A mail handler will destroy any mail, along with its valuables, that is returned to the jail after sending it to the original sender or former inmate.

9. Postage-Due Mail

The jail will not accept or pay for any inmate mail with postage due.

10. Junk Mail

Jail staff will accept solicited or unsolicited junk mail or bulk mail for inmates, unless it violates other mail restrictions (such as containing sexually explicit content).

11. Personal Business Mail Needing Special Handling

A jail sergeant may approve mail that needs special handling so an inmate can conduct personal business. For example, the use of a business reply envelope to send a document back to the originating firm or signing a mailed-in personal check to make a rent or car payment or renew a driver's license. Such a check must not have a blank payee line. The inmate must act to add a cosigner to a checking account or make other arrangements to prevent reoccurrence of this need. Supporting documents, such as payment coupons or rent contracts, must accompany any personal business mail.

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PRIVILEGED MAIL

12. Legal and Official Mail

Jail staff must protect the rights of inmates to privileged, confidential communication with their attorneys, the courts, and confining authorities.

- a. The sender is responsible for legitimately, properly, and clearly marking and addressing legal and official mail so that jail staff recognize it and treat it as confidential.
 - (1) The return address on all incoming legal and official mail must have the sender's job, agency, or firm title and address either commercially preprinted on the envelope or a label, or as an ink stamp. The sender's name should be handwritten if not preprinted. Staff will treat all mail with return addresses that are completely handwritten as personal mail.
 - (2) The words "Legal Mail," "Official Mail," or similar designation must appear on the address side of the envelope. Jail staff will not assume the contents of any letter from an attorney, law firm, or government official is legal or official mail.
 - (3) Jail staff will treat improperly marked or addressed mail as personal mail.
- b. Staff must not open recognized legal or official mail outside the presence of the inmate. They may open it in the presence of the inmate to inspect it for contraband, but they must not read its contents.
- c. A staff member must write a Jail Incident Report if he or she inadvertently opens a piece of recognizable legal or official mail outside the presence of the inmate.
- d. Before the letter leaves the pod, deputies must verify that any letter marked as legal or official mail is addressed to a person that qualifies for that privacy protection. Deputies will contact a shift sergeant if they suspect fraud.
- e. Jail staff will pursue administrative, criminal, and disciplinary actions, as fitting, against all those involved in the fraudulent use of legal or official mail designations.

13. Contents of Envelopes and Parcels (Legal and Official Mail Only)

An envelope may only contain written correspondence that meets the definition of legal or official mail. A parcel may only contain up to three books or three periodicals. Mail handlers will consider any other item in the envelope or parcel as contraband and treat it as prohibited mail.

14. Pre-Stamped Envelopes

Jail staff will make pre-stamped First Class business size or manila envelopes available for inmates to buy from the commissary for legal or official mail. Indigent inmates may obtain pre-stamped envelopes for legal or official mail per paragraph 6. Misrepresentation of legal or official mail is strictly prohibited and may result in

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disciplinary action against the inmate sender. An inmate may ask to mail an oversized or overweight envelope using special postal services procedures listed below.

15. Certified Mail Limits for Legal or Official Mail

An inmate may send up to two letters as certified legal or official mail in a 30-day period. The inmate must have sufficient funds in his or her account to pay for the service. A jail supervisor may make exceptions to the volume of certified mail an inmate sends and may approve credit to allow an indigent inmate to send certified legal or official mail.

16. Requests for Certified Mail

An inmate that needs to send a letter using certified mail must fill out an Inmate Request Form. Only a supervisor can approve this request and it must be for the purpose of mailing legal, official, or materials related to an inmate's rehabilitation program that have been screened and approved by the jail staff. The supervisor will ensure that the inmate's correspondence is ready to mail at the time of the request. If an inmate's request is approved, the supervisor will forward the request to the front office staff.

- a. Jail staff will verify if the inmate has sufficient funds in his or her account before processing any request. They will forward requests from indigent inmates to a supervisor. The inmate will fill out the necessary U.S. Postal Service forms— Receipt for Certified Mail (PS Form 3800) and Domestic Return Receipt (PS Form 3811). The inmate will give the letter and the forms to a jail supervisor, who will forward the mail to front office staff – who will mail the letter and charge the inmate for the postal fees for these special services. The inmate request form will be the source document authorizing the charge.
- b. Staff will pass the receipt on to the inmate when it returns in incoming mail. They will return the Domestic Return Receipt postcard to the post office if the inmate is no longer in jail.

17. Other Special Postal Services

An inmate will use an Inmate Request form to request permission to mail oversized or overweight items or for other special postal services. If a jail sergeant or command officer approves such a request, funds will be drawn from the inmate's account to cover the costs.

PUBLICATIONS

18. Publications

An inmate must have someone outside the jail prepay for any publication he or she receives. An inmate may not engage in any delayed payment or credit ordering of publications while inside the jail.

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19. Books

An inmate may receive up to three books on a single mail delivery day. Books must come directly from the publisher, a book club, or a bookstore. Books may be new or used. They may not be larger than 9 inches by 12 inches. They may not have plastic or metal bindings. Either hardback or paperback books are acceptable for general population inmates. Inmates in segregation, including medical segregation, may only receive paperback books from recognized sources. Mail handlers will consider any other item in the envelope or parcel as contraband and treat it as prohibited mail.

20. Periodicals

An inmate may receive up to three periodicals on a single mail delivery day. Periodicals must be new and be delivered directly from the publisher or a bookstore. Periodicals include magazines.

21. Prohibited publications, books or periodicals

The jail must determine whether a specific publication, book or periodical violates jail rules. This determination must be made on an issue-by-issue basis, and it is unacceptable to put a blanket prohibition on all issues of a certain publication or periodical. If an issue of a publication, book or periodical is determined to violate jail rules, it should be returned to the sender and notification to the sender and the inmate should be made pursuant to paragraph 31.

MONEY-BY-MAIL**22. No cash or negotiable instrument will be accepted through the mail and will be returned to sender for violation of the Mail Policy. A jail commander or designee can make exceptions to this policy for reasonable accommodations purposes. To return funds, the mail handler will:**

- a. Send a Returned Mail form letter to the sender along with the instrument being returned. Note on the letter the amount, number, and issuing institution of the check. Note the payee's name if it was not the inmate
- b. Send the inmate a copy of the form letter and keep a mail file copy for reference.

REGULATING INMATE MAIL**23. Restrictions on Outgoing Mail Recipients**

Inmates who are prohibited from sending mail to a specific recipient pursuant to a valid court order will not be allowed to send mail to that recipient and may be disciplined for attempting to do so.

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24. Regulating Inmate Mail Written in a Foreign Language

Incoming mail written in a language other than English must be interpreted prior to delivery. The interpreter of inmate mail may be a designee from the Sheriff's Office or other law enforcement agency.

If, after translation, there are reasonable grounds to believe that the contents of any mail could pose a risk to facility, community, or national security, it will not be delivered. The mail handler will confiscate and place *outgoing* mail in the inmate's property storage, and will return *incoming* mail to the sender, in each case giving notice to the inmate or sender per paragraph 31 below.

25. Correspondence with Victims

Inmates may not correspond with a victim of a crime for which they are currently in custody in either pretrial or sentenced status. A jail supervisor may make exceptions.

26. Mail with Health Care Appointment Information

To ensure transport security, a mail handler will confiscate any mail with information about upcoming health care appointments, and notify the inmate and sender of the confiscation. The mail handler should inform health care staff of the letter.

27. Gang-Related and Security Threat Group Materials in Mail

A mail handler will photocopy incoming or outgoing mail with gang-related material and send the copy to the Gang Deputy. The mail handler will confiscate the mail as a prohibited item, and notify the sender per paragraph 31.

28. Commercial Business Transactions and Government Services by Mail

An inmate may not conduct commercial business transactions by mail or request services from a government agency without the approval of a jail supervisor.

Examples of transactions and requests include:

- a. Buying or selling an item, real property, or service
- b. Applying for a credit card
- c. Applying for a commercial or student loan
- d. Opening a bank account
- e. Enrolling in a college course
- f. Applying for food stamps
- g. Any obligation of funds to which the inmate does not have access

29. Mail Monitoring

Absent a court order, a jail supervisor will only approve a request to monitor a specific inmate's mail because there is reasonable belief that there is a legitimate penological or public safety reason to do so. This is including, but not limited to the welfare and safety of the inmates or staff, the good order or security of the facility, the protection of property, the prevention of the commission of additional crimes or conspiracy to commit a crime, to thwart attempts to destroy or tamper with evidence of crimes or to harass or intimidate witnesses. The requester from outside the jail must complete a Request for Inmate Mail Monitoring. An approved request will expire 30 days after its

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approval date. The requester must submit a new request to continue monitoring. Jail staff will read the inmate's mail and decide if any of it applies to the request and will only forward copies of mail that does apply. The requester must pick up the copies in person if from an agency within Columbia County. The jail commander or designee will coordinate the mail-monitoring program.

30. Confiscating Prohibited Mail

Normally, mail handlers confiscate prohibited items. The sender of confiscated mail must be notified pursuant to paragraph 31. Staff may return prohibited mail to a sender if it is in the best interest of the jail not to store it, such as perishables.

- a. Mail handlers will confiscate postcards, letters, cards, and publications in whole rather than removing or obliterating individual pages, passages, or words with prohibited content. They will confiscate items that exceed a number limit as an entire set rather than passing on a selection that would meet the maximum number allowed.
- b. Mail handlers will use a Prohibited Mail Slip to inform the inmate of the confiscation and use a copy as a tag for the items. They will place confiscated items in the inmate's property storage, unless it is evidence in a jail disciplinary action or a crime. They will handle evidence according to the applicable policy: Staff will not notify the inmate or sender if they confiscate items that are part of a criminal investigation.
- c. Mail handlers must notify the sender in writing that mail they sent was confiscated or not delivered to the inmate, unless the inmate is no longer in custody. They should use a Prohibited Mail Slip for the notification. Any notice will give the reason and explain how the sender can informally appeal the action.
- d. A mail handler may destroy any item in mail that presents a health or safety risk if it were to be stored in the jail or returned to sender, and notify the sender by sending a Prohibited Mail Slip.

PROCESSING INCOMING MAIL

31. Initial Processing of Incoming Mail

The mail handler will process incoming mail for inmates in the following manner:

- a. Return mail to the sender (unopened if possible) or the USPS if any of the following apply:
 - (1) Incoming personal mail that is not a postcard, except privileged (legal or official) mail.
 - (2) The addressee cannot be identified because of missing or incomplete information
 - (3) Prohibited items are affixed to the mail

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- (4) Foreign substances or stains are on the mail
 - (5) Odors, including perfume, are coming from the mail
 - (6) The mail contains cash or negotiable instruments
 - (7) The mail can otherwise be identified as being or containing prohibited mail before it is opened
- b. Send a notice of right to reconsideration with returned mail. Send a notice of right to reconsideration to senders of confiscated mail. Complaints and requests for reconsideration shall be forwarded to the Jail Commander for a determination of compliance with the Mail Policy and applicable legal requirements.
 - c. Handle mail without a return name and address according to paragraph 8.
 - d. Look up the inmate's name on an Alpha List Sorted by Name report and write the inmate's pod number or "CCJ" on the mail. Return mail to the sender if the inmate is not in jail.
 - e. Separate legal and official mail from personal mail and books, periodicals and bulk mail.
 - f. Open and inspect the contents of personal mail, books, periodicals and bulk mail for contraband items and money. Confiscate any prohibited item.
 - g. Have a jail sergeant or jail commander look at personal business mail that may need approval for special handling. If approved, provide handling instructions to the roving deputy.
 - h. Remove books from their mailing parcel.
 - i. Place mail in a foreign language in the "translation required" box. Take steps to locate a staff member who speaks that language. If mail cannot be translated within a reasonable time, the mail handler will forward the mail to a supervisor.
 - j. Sort mail by pod and place in the pod folders in booking before 0800 hours (8:00 a.m.).
 - k. Place mail to return to the post office in booking pickup box.

32. Pod Processing of Incoming Mail

Day shift roving deputies will pick up the mail for their pods when coming on duty. They, or other staff if appropriate, will process the inmate mail for their pods as follows:

- a. Review all personal postcards and books, periodicals and bulk mail for prohibited content. Read in-depth only if there is a legitimate jail interest.

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- b. Remove postage stamps, flap-sealing tape, and gummed and adhesive address labels. (Remove labels only on personal mail—leave labels on legal and official mail).
- c. Remove subscription-ordering postcards from magazines.
- d. Open recognizable legal and official mail in front of the inmate and inspect it only for contraband—not content. (Deputies, or other staff, must not read the contents.)
- e. The mail handler will scan each piece of mail with a bar code scanner to indicate the status of that item. The mail handler will scan the inmate's name and then scan the appropriate bar code for the disposition of the item. Every piece of mail will be scanned with one of the following scans:
 - (1) Personal Mail Received
 - (2) Privileged Mail Received
 - (3) Bulk Mail Received
 - (4) Periodicals (i.e. magazines) Received
 - (5) Books Received
 - (6) Returned Mail (Prohibited Mail Slip to follow)
 - (7) Confiscated Mail (Report to Follow)
- f. Deliver the mail as soon as practical upon receipt. Passing mail under an inmate's door and placing books by the door is acceptable.
- g. Have the inmate write his or her name and booking number on the inside flap of books. For magazines without mailing labels directly attached, have the inmate write his or her name and booking number on the cover. Newspapers do not need marking.

33. Mail as Nuisance Contraband

Inmates are responsible for getting rid of any mailed item that puts them over the limits of allowed for nuisance contraband under policy J212, *Rules and Discipline*. An inmate may transfer items to their bin in the property room using procedures in policy J208, *Secure Storage of Inmate Property*.

OUTGOING MAIL

34. General Mail Rules for Inmates

Inmates—

- a. May only use lead or colored pencils to write correspondence.
- b. May only use postcards sold through the commissary or issued by the jail.
- c. Must send legal, official or approved letters, notes, or other written materials using the USPS or other approved system.

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- d. Must put their first and last name, booking number, and the jail address as the return address.
- e. May not draw or write anything on the outside of an envelope other than name and address information and "legal" or "official" mail designations.
- f. May not send out jail forms for others to fill out on behalf of the inmate.
- g. May not send prohibited mail. They are subject to disciplinary action for doing so.
- h. Should pass on prohibited mail rules to people and businesses with whom they correspond.

35. Inspection of Outgoing Envelopes

Before legal or official mail leaves the pod, roving deputies will verify the contents are legal or official mail before sealing the envelope. The inspecting deputy will initial and write their DPSST number on the flap to show this verification. As *appropriate*, the deputy will return it to the inmate, confiscate it as evidence in disciplinary proceedings, or contact a jail sergeant or jail command officer if—

- a. The return name, booking number, and address are incomplete or false.
- b. There is drawing or non-address-related writing on the envelope.
- c. There is prohibited material on the envelope.
- d. Addressee information is missing that could cause the letter to be undeliverable and returned to the jail.
- e. It is a manila envelope whose addressee does not meet the criteria for being legal or official mail or being a program-related certificate or diploma.
- f. They believe the envelope should be opened for a legitimate reason.

36. Opening and Inspecting Contents of Outgoing Mail

Mail handling staff will not read outgoing legal or official mail unless they have the approval of a sergeant or command officer.

- a. A jail supervisor may have staff read outgoing mail at any time and for any reason, except for legal or official mail. This authorization may be by housing area, class of inmate, individual inmate, or other basis. It may also be on an ongoing or a random basis and for any length of time. However, the jail commander or designee must approve any ongoing monitoring of a specific inmate, as previously noted.
- b. Mail handlers will notify a jail supervisor if—
 - (1) They suspect outgoing mail contains contraband.
 - (2) It may present a safety or security issue based on the addressee.
 - (3) They have reasonable suspicion the mail may contain other contents of legitimate jail interest.

37. Posting Outgoing Mail

Inmates will place outgoing mail in the designated mail box located inside of their pod. The Grave yard shift roving Deputy's will pick up the mail out of the mail box and deliver it to the booking area to be processed. The mail will be placed in the

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outgoing mail basket and delivered to the front office for the regularly scheduled morning pickup on that same day as long as it is not a weekend or holiday. Outgoing mail should be processed within one business day after being received from the inmate.

a. Processing of inmate mail will consist of:

- (1) Sorting the mail
- (2) Scanning the inmates name and appropriate bar code to reflect the proper disposition of the mail.
 - A. Outgoing Personal Mail
 - B. Outgoing Privilege Mail (Official & Legal)
 - C. Mail Returned (Prohibited Mail Slip to follow)
 - D. Confiscated Mail (Report to Follow)
 - E. Outgoing Package
 - F. Outgoing Certified Mail.

38. Mail Delivery

Staff should deliver mail to inmates within 24 hours of receipt at the jail. Reasonable exceptions are allowed when special processing is required, such as for mail delivered late in the day, needing translation, or items held as evidence in a criminal or disciplinary investigation, etc.

ADMINISTRATIVE ISSUES

39. Mail Rules

The jail commander or designee will ensure mail rules are a part of inmate orientation and the *Inmate Manual* and will make copies of the Inmate Mail Guide available to the public. Civilian staff members who discover apparent misconduct as a result of reading inmate mail will report it via the chain of command.

40. Mail Complaints

Staff members will direct mail complaints from the public to a jail command officer. The officer should attempt to respond to the complainant within two business days. Inmates will use the inmate grievance process to lodge complaints or ask for the return of confiscated items (see paragraph 46, below).

41. Mail Handler Supervision and Training

A jail supervisor will supervise the day-to-day handling of inmate mail. He or she will assign staff to perform primary inmate mail duties. Staff who initially handle or open incoming inmate mail should attend training on the safe handling of strange or suspicious packages or receive similar training from another source. Those who open mail should also receive training on recognizing gang and security threat group symbols and signs.

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42. Change of Address Responsibilities and Forwarding Mail

Inmates are responsible for submitting change of address requests to the publishers of the periodicals they receive and to others that send them mail at the jail. Mail handlers will normally not forward mail for inmates who are no longer in jail custody. They will return correspondence and packages unopened to the sender and throw periodicals away.

43. Holding Mail

Mail handlers will normally not hold mail for inmates released or temporarily transferred to another facility. A jail command officer may make exceptions.

44. Prohibited Mail

Jail staff will not allow an inmate to receive or send mail that—

1. Contains—

- a. Threats of physical harm, blackmail, extortion, or other criminal activity.
- b. Plans for escape, criminal activity, or activity that violates jail rules.
- c. Gang-related material.
- d. Information that, if conveyed, could result in physical harm to someone.
- e. Sexually explicit materials
- f. Inflammatory material
- g. Contraband materials including but not limited to such commonly mailed items as:

- (1) Books larger than 9 by 12 inches or with plastic or metal bindings
- (2) More than three books in a single piece of mail
- (3) Controlled substances as defined by ORS 475.525
- (4) Foreign substances, such as:
 - (a) Bodily fluids
 - (b) Lipstick or perfume
 - (c) Glue or paint
 - (d) Anything with an unusual stain or odor that indicates a foreign substance may be present

2. Is written in code or suspected code
3. Was a form of written communication not sent through the USPS or other approved system
4. Is to or from a victim of a crime that the inmate is in custody for in either pretrial or sentenced status.
5. Would violate a court order.
6. May produce a hostile work environment, such as sexual harassment.
7. Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms.

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8. Is fraudulently marked as legal or official mail.

45. Returning Mail to Sender

To return postcards, a mail handler will use a sticker or stamp marked "return to sender," note the reason for refusal on the stamp, obliterate any mail-sorting bar code, and return it to the post office. To return unopened mail (other than postcards), a mail handler will use the "return to sender" stamp in place of the sticker.

To return mail that was opened, a mail handler must repackage it and send it at the expense of the jail to the sender. The mail handler will include a copy of the Returned Mail form letter and the Inmate Mail Guide if he or she repackages the mail.

Mail handlers will use a Prohibited Mail Slip to inform the inmate and the sender when mail is returned to sender. The Prohibited Mail Slip will conform to the model shown below.

46. Appealing Returned Mail Decisions

Inmates wishing to appeal a decision to deny delivery of the mail will use the normal grievance procedure set forth in the inmate manual and Policy J207, *Inmate Rights*.

If a sender believes that any mail was improperly denied, the decision to deny the mail may be appealed to the Jail Commander by sending a written letter stating the reasons the sender believes that the decision was wrong within 15 days from the date of the Prohibited Mail Slip notice. The appeal should identify specifically why the sender believes that the decision to deny the mail was wrong and include the sender's name and return address. The Jail Commander will return a decision on the appeal to the sender within fifteen days of receiving the appeal. The appeal process will be set forth in the notice given on the Prohibited Mail Slip in the manner shown below.

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COLUMBIA COUNTY SHERIFF'S OFFICE

Jeffrey M. Dickerson, Sheriff

Address: 901 Port Ave. St. Helens, OR 97051
Phone: (503) 366-4611 Fax: (503) 366-4644

PROHIBITED MAIL NOTICE

_____ Date: _____

Because of rules contained in the Columbia County Jail Inmate Mail Policy,
we are returning or confiscating the letter or publication
you sent to inmate _____, Booking # _____

The mail was denied for the following reason(s):

- It is deemed personal mail and not on a post card.
- It contains sexually explicit material at page(s): _____
- It contains prohibited material or a foreign substance: _____
- It did not come directly from a publisher, book club, or bookstore.
- It contains plans for escape, criminal activity, or activity that violates jail rules.
- It contains inflammatory materials, such as advocating violence against a group based upon their religion, race, gender or ethnicity.
- Other _____

The reverse side of this letter is an Inmate Mail Guide which contains guidance on mail rules and complaint information. You may also go to the jail's web page at www.co.columbia.or.us/sheriff to find the information. The inmate was also notified of this denial and can appeal this decision as well.

APPEALS: If you believe that your correspondence/publication was improperly denied, you may appeal the decision by sending in a written letter stating the reasons you believe that the decision was wrong within 15 days from the date of this letter. Your appeal should identify specifically why you believe that our decision to deny the mail was wrong and include your name and return address. You are not required to provide a phone number, but it may be useful if we need further clarification. We will send you a decision on your appeal within fifteen days of receiving it. Please direct your written appeal to:

Jail Commander
ATTN: Denied Mail Appeal
Columbia County Sheriff's Office
901 Port Ave.
St. Helens, OR 97051

Mail Handler and DPSST #

White - Sender ♦ Yellow - Inmates Jail File ♦ Pink - Inmate

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February 10, 2012

INMATE MAIL GUIDE

Personal Mail

Inmates may send or receive personal mail from friends, family, or associates on postcards only. Inmates may receive postcards in any size that is delivered by the U.S. Postal Service up to a maximum size of 5-1/2" tall x 8-1/2" wide. Inmates may receive postcards with photographs on one side as allowed by the U.S. Postal Service. The jail does not permit any other form of personal mail for inmates.

Addressing Inmate Mail

Inmate mail must have the inmate's booking number as part of the addressee information. Incoming mail must have a return address to include the name and address of the sender.

Prohibited Mail

Jail staff will not allow an inmate to receive or send mail that—

1. Contains—
 - a. Threats of physical harm, blackmail, extortion, or other criminal activity.
 - b. Plans for escape, criminal activity, or activity that violates jail rules.
 - c. Gang-related material.
 - d. Information that, if conveyed, could result in physical harm to someone.
 - e. Sexually explicit materials
 - f. Inflammatory material
 - g. Contraband materials including but not limited to such commonly mailed items as:
 - (1) Books larger than 9 by 12 inches or with plastic or metal bindings
 - (2) More than three books in a single piece of mail
 - (3) Controlled substances as defined by ORS 475.525
 - (4) Foreign substances, such as:
 - (a) Bodily fluids
 - (b) Lipstick or perfume
 - (c) Glue or paint
 - (d) Anything with an unusual stain or odor that indicates a foreign substance may be present
2. Is written in code or suspected code
3. Was a form of written communication not sent through the USPS or other approved system
4. Is to or from a victim of a crime that the inmate is in custody for in either pretrial or sentenced status.
5. Would violate a court order.
6. May produce a hostile work environment, such as sexual harassment.
7. Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms.
8. Is fraudulently marked as legal or official mail.

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OREGON DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING
DPSST COURSE ATTENDANCE ROSTER F-6
 (Please Refer to Instructions for Completion, Available at www.dpsst.state.or.us)

Only Course Title and Course Number from Standardized Course List Will Be Accepted— Refer to DPSST Website

1. Course Title: Mail Policy Training	2. Course Number: 12-0756
3. Start Date: 02/01/2012	4. Ending Date: 02/01/2012
5. Total Course Hours: 1	
6. Course Description/Topics: Mail policy update training for the staff	
7. Subject Area: (Check subject area as identified on Standardized Course List)	
<input type="checkbox"/> Firearms/ Use of Force	<input type="checkbox"/> First Aid Expiration Date: _____
<input type="checkbox"/> Leadership	<input type="checkbox"/> CPR Expiration Date: _____
<input checked="" type="checkbox"/> Other	
8. Sponsoring Agency or Entity and Address: Columbia County Sheriff's Office 901 Port Ave. St. Helens Or 97051	
9. Location of Training, City: St. Helens	10. Location of Training, County: Columbia
11. Instructor Name, Address, Phone Number and Email Address: Undersheriff Andy Moyer 901 Port Ave. St. Helens OR 97051 503.366.4630 andy.moyer@co.columbia.or.us	

12. Attendee Information (only those with DPSST numbers identified will receive DPSST training credit):

#	DPSST #	Attendee Name** (Last, First)	Did you Instruct ? ✓ here	Agency/Department Hours	Attended
1	49829	Lautt, Arnold		Columbia County Sheriff's Office	1
2	30771	Cutright, Bryan	X	Columbia County Sheriff's Office	1
3	31831	Rigdon, R		Columbia County Sheriff's Office	1
4	26754	Westfall, Sheryl		Columbia County Sheriff's Office	1
5	40293	Miller, Raquel		Columbia County Sheriff's Office	1
6	38847	McMiller, John		Columbia County Sheriff's Office	1
7	50583	Weaver, Tony		Columbia County Sheriff's Office	1
8	26793	Hibbs, Derek		Columbia County Sheriff's Office	1
9	51226	Yon, Brandon		Columbia County Sheriff's Office	1
10	50584	Kernutt, Jonathan		Columbia County Sheriff's Office	1
11	38689	Watkins, Mitchell		Columbia County Sheriff's Office	1
12	35661	Moore, Sean		Columbia County Sheriff's Office	1
13	51619	Johnson, Ivan		Columbia County Sheriff's Office	1
14	40677	Scholl, Ryan		Columbia County Sheriff's Office	1

13. Lead Instructor/Agency Head/Training Officer or Designee: As an authorized instructor, agency head, training officer, or designee, I have reviewed this roster for completeness and accuracy. I understand that falsification of information on this document is subject to penalty under ORS 162.055, et al, and ORS 162.305 and is cause to deny or revoke public safety certification.

Signature: _____ Printed Name: Sgt. Bryan L. Cutright Sr. 30771
 Address: (If same as Sponsoring Agency in 8 above, may indicate "same as above" or "see above")

Date: 02/04/2012 Day Phone: 503.366.4638

****By submitting his/her name for inclusion on this roster, the identified participant(s) understand that falsification of information on this document is subject to penalty under ORS 162.055, et al, and ORS 162.305 and is cause to deny or revoke certification.**

Failure to complete ALL fields WILL result in officers not receiving credit on their DPSST Training Records or roster being returned to agency.

Return to: DPSST, Attn: Training Records, 4190 Aumsville Hwy. SE, Salem OR 97317
 Fax: 503-378-4600 Phone: 503-373-0389

Basic Class &
:

DPSST Use Only: Advanced/Regional Basic/Academy Other Date Entered/By:

Revised 01-14-09

EXHIBIT

Discard all previous versions

PAGE 1 OF 2

OREGON DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING

DPSST

COURSE ATTENDANCE ROSTER -Continuation page-

F-6

14. Course Title: Mail Policy Training	15. Course Number: 12-0756
16. Sponsoring Agency or Entity: Columbia County Sheriff's Office 901 Port Ave. St. Helens Or 97051	17. Course Date(s): 02/01/2012

18. Attendee Information continued (only those with DPSST numbers identified will receive DPSST training credit):

	DPSST #	Attendee Name (Last, First)**	Did you Instruct ? ✓ here	Agency/Department	Hours Attended
15	34755	Ritchie, Michelle		Columbia County Sheriff's Office	1
16	31899	Moyer, Andrew	X	Columbia County Sheriff's Office	1
17	51621	Townsend, Carolyn		Columbia County Sheriff's Office	1
18	42769	Rush, Marcia		Columbia County Sheriff's Office	1
19	42436	McDowall, Brooke		Columbia County Sheriff's Office	1
20	46980	Frazier, Sophie		Columbia County Sheriff's Office	1
21					
22					
23					
24					
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19. Lead Instructor/Agency Head/Training Officer or Designee: As an authorized instructor, agency head, training officer, or designee, I have reviewed this roster for completeness and accuracy. I understand that falsification of information on this document is subject to penalty under ORS 162.055, et al. and ORS 162.305 and is cause to deny or revoke public safety certification.

Signature: [Signature] Printed Name: Sgt. Bryan L. Cutright Sr 30771

Address: (If same as Sponsoring Agency in 8 above, may indicate "same as above" or "see above")

Date: 02/04/2012 Day Phone: 503.366.4638

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Failure to complete ALL fields WILL result in officers not receiving credit on their DPSST Training Records or roster being returned to agency.

Return to: DPSST, Attn: Training Records, 4190 Aumsville Hwy. SE, Salem OR 97317
 Fax: 503-378-4600 Phone: 503-373-0389

Basic Class & #: _____

DPSST Use Only: Advanced/Regional Basic/Academy Other Date Entered/By: _____

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 PAGE 2 OF 2



COLUMBIA COUNTY SHERIFF'S OFFICE

Jeffrey M. Dickerson, Sheriff

Address: 901 Port Ave. St. Helens, OR 97051

Phone: (503) 366-4611 Fax: (503) 366-4644

Web Address: www.co.columbia.or.us/sheriff

PROHIBITED MAIL NOTICE

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Jail Commander
ATTN: Denied Mail Appeal
Columbia County Sheriff's Office
901 Port Ave.
St. Helens, OR 97051

Mail Handler and DPSST #

White - Sender ♦ Yellow - Inmates Jail File ♦ Pink - Inmate

EXHIBIT H
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INMATE MAIL GUIDE

Personal Mail

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 - c. Gang-related material.
 - d. Information that, if conveyed, could result in physical harm to someone.
 - e. Sexually explicit materials.
 - f. Inflammatory material.
 - g. Contraband materials including but not limited to such commonly mailed items as:
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 - (2) More than three books in a single piece of mail.
 - (3) Controlled substances as defined by ORS 475.525
 - (4) Foreign substances, such as:
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 - (b) Lipstick or perfume
 - (c) Glue or paint
 - (d) Anything with an unusual stain or odor that indicates a foreign substance may be present.
2. Is written in code or suspected code.
3. Was a form of written communication not sent through the USPS or other approved system.
4. Is to or from a victim of a crime that the inmate is in custody for in either pretrial or sentenced status.
5. Would violate a court order.
6. May produce a hostile work environment, such as sexual harassment.
7. Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms.
8. Is fraudulently marked as legal or official mail.