



**Youth Detention Facility
OPERATIONS ORDER**

CORRESPONDENCE – TITLE XV 1375

Purpose and Scope

There is no limitation on the volume of mail youth may send or receive. Mail includes letters, cards and other published materials. Youth housed at the Youth Detention Facility are encouraged to maintain ties with their families and with the community by sending and receiving mail. Youth also have the right to exchange confidential information with their legal representative, public officials, clergy, judiciary and government agencies. All outgoing mail will be sent at no cost to the resident.

Affected Personnel

All YDF Personnel

Authority

Title 15 - 1375
Administrative Directive

Effective Date

January 8, 2009

Guidelines

A. Sending and Receiving Mail

1. Each youth shall be given the opportunity to send and receive an unlimited amount of mail. Mail includes letters, cards and other published materials.
2. Youth are prohibited from corresponding with other youth at the Youth Detention Facility.
3. With Supervisor approval, youth may correspond with immediate family members housed at other correctional institutions.

Approved By: Dave Semon
Revised: May 16, 2019
Effective: January 8, 2009
Authority: Title XV 1375

B. Confidential Mail

1. Correspondence between a youth and his/her attorney, any public official, clergy, judiciary or other government agency is considered confidential.
2. Incoming or outgoing confidential correspondence mail may be opened and inspected ONLY to search for the presence of contraband. This inspection shall be conducted in the presence of the youth who is sending and/or receiving the mail.
3. The text or contents of any confidential correspondence addressed to, or sent by residents shall NOT be scanned or read under any circumstances.

C. Non-confidential Mail

1. In addition to being opened and inspected for contraband, non-confidential mail may be scanned by staff in the presence of the youth sending and/or receiving the mail.
2. Non-confidential mail may be read by staff ONLY if the staff can articulate in an incident report that reasonable cause exists to believe facility safety and security, public safety, or youth safety is jeopardized.

D. Inspecting for Contraband

1. The purpose of inspecting mail is to prohibit contraband from entering or leaving the institution.
2. Contraband includes the following:
 - a. Controlled substances
 - b. Money: checks, money orders, cash, food stamps
 - c. Weapons
 - d. Photographs and/or drawings, which depict violence, are sexually explicit in nature or depict gang activity, gang lifestyle or other illegal activity.

E. Disposing of Contraband

1. Contraband of a criminal nature shall be seized and preserved as evidence for criminal prosecution.
2. Contraband of a non-criminal nature (photos, money, checks) will remain in the physical possession of staff.

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- a. The youth will be informed as to what the item was, why it is considered contraband, and advised that the item will be placed in their property.
- b. Staff will forward all photographs and drawings to the supervisor for review prior to placing them in a resident's youth's property.

F. Unit Staff Responsibilities

1. Unit staff is responsible for ensuring that these guidelines are followed and are required to:
 - a. Ensure that youth receive incoming mail within 24 hours of arrival, excluding weekends and holidays.
 - b. Ensure that outgoing youth mail is brought from the housing unit to Intake/Booking area daily.
 - c. Ensure that outgoing and incoming youth mail is not restricted by a Court Order.
 - d. Ensure that all outgoing mail is properly addressed and includes the youth return address is on the envelope.
 - e. Ensure that the outside of the envelope is free from other writing or symbols.

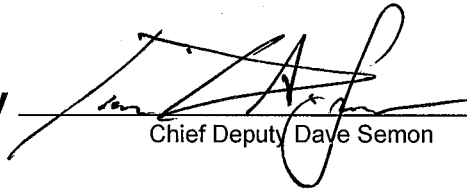
Attachments

Mail Monitoring – 30 Day Review

Mail Monitoring – 30 Day Review Form and Authorization Form

Amends/Replaces Previous Order

Authorized By _____


Chief Deputy Dave Semon

Date _____

5/2019

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Mail Monitoring Forms

AUTHORIZATION FOR MAIL MONITORING

NAME: _____ DATE: _____

REASONS FOR MONITORING MAIL: _____

NEXT REVIEW DATE: _____

ADMINISTRATIVE SIGNATURE: _____

MAIL MONITORING – 30 DAY REVIEW

NAME: _____ DATE: _____

REASONS TO CONTINUE MAIL MONITORING: _____

NEXT REVIEW DATE: _____

ADMINISTRATIVE SIGNATURE: _____

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