

# CHATHAM COUNTY ATTORNEY

R. JONATHAN HART  
COUNTY ATTORNEY

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SAVANNAH, GEORGIA 31401

PLEASE REPLY TO:  
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JENNIFER DAVENPORT  
ASSISTANT COUNTY ATTORNEY

May 15, 2019

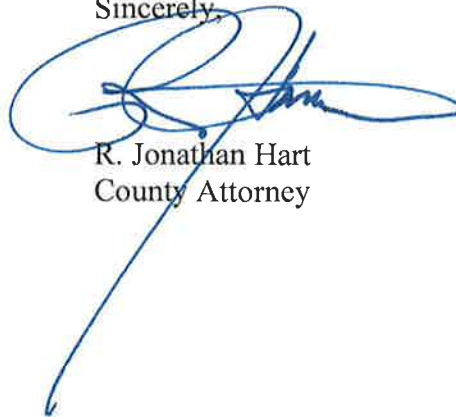
Kosha S. Tucker  
Staff Attorney  
American Civil Liberties  
Union Of Georgia  
P.O. Box 77208  
Atlanta, GA 30357

Re: Chatham County Detention Center's Book Policy

Dear Ms. Tucker:


The Chatham County Detention Center Policy pertaining to inmate mail, correspondence and publications is currently undergoing revisions. I am enclosing a copy of the current draft of a proposed policy. When a final policy is adopted I will forward you a copy.

Sincerely,



R. Jonathan Hart  
County Attorney

RJH/slo  
Attch.

 <b>Corrections Bureau</b>	<b>Chatham County Detention Center</b>	<b>Policy Number 05-30-01</b>	<b>Pages 6</b>
	<b>Related Standards</b> <u>ACA</u> 4-ALDF-2A-14, 4-ALDF-2A-15	<b>Related Policies</b>	
<b>Chapter 5 — Inmate Programs</b>		<b>Effective Date:</b>	<b>Supersedes:</b> CCDC # 05-30-01 dated 07-16-2018
<b>Section 30 — Mail, Telephone, Visiting</b>			
<b>Inmate Mail (Correspondence, Access to Publications, Inspections of Letters and Packages)</b>		<b>Approved By:</b>  <b>John T. Wilcher, Sheriff of Chatham County</b>	<b>Date:</b>

**I. PURPOSE:**

To provide guidelines for the receiving and sending of inmate mail, correspondences, and publications.

**II. PROCEDURES:**

**A. General**

1. Inmates are permitted to
2. All inmates receive information of the sending and receiving of mail and correspondence during their orientation. This information is also available in printed form within the Inmate Handbook which is available to each inmate. Each inmate is responsible for informing their friends, family, etc. of these procedures.
3. All staff has access to, and receives training on Policy and Procedures.

**B. Incoming Mail and Publications**

1. When the inmate bears the mailing cost, there is no limitation on the volume of mail, including letters, packages, and publications which he/she may send or receive, nor on the length, language, content, or source of the mail or publication, EXCEPT FOR THOSE LIMITATIONS PROVIDED FOR BY POLICY.
2. Inmates in Special Management housing units are permitted to receive mail on the same basis as inmates in general population.

12. Incoming mail, including packages, is inspected to intercept contraband/unauthorized items, which includes, but is not limited to: escape paraphernalia, weapons, cash, and personal checks.
  - a. Approved cashier checks and money orders shall be delivered to the inmate for endorsement and then hand carried to the Cashier's Station for deposit into the inmate's commissary account and receipting. The inmate shall receive a copy of the receipt.
  - b. Mail that contains cash or other forms of currency will be returned to the sender by the Unit Clerk with a letter of explanation. A copy of the letter shall be maintained on file by the Unit Clerk.
13. Packages that contain unauthorized items or contraband will not be delivered to the inmate.
  - a. If the unauthorized item is an illegal item, such as weapons, drugs, escape devices, etc., the entire package shall be retained by the discovering officer and a chain of custody established.
  - b. A full and complete Incident Report shall be accomplished by the discovering officer and the Unit Manager, and the Captain of Security shall be contacted and briefed.
  - c. All evidence handling procedures shall be adhered to.
  - d. The Captain of Security shall initiate an investigation accordingly.
  - e. If the unauthorized item is not an illegal item, then the package/letter shall be returned to the sender with a letter of explanation.

### **C. Outgoing Mail**

1. Out-going mail is collected daily by the Wing Officers and forwarded to Central Lobby. All outgoing mail must have sufficient postage, be appropriately addressed, and sealed by the inmate.
2. No "Bill Me Later" subscription applications or Cash on Delivery (C.O.D) mail will be sent from the Complex.
3. If an inmate's outgoing mail is not sent out, the inmate will be informed of the reason
4. All outgoing mail is picked up by the U.S.P.S. according to their schedule.

### **D. Saturday Mail Delivery**

Whenever possible, the Watch Commander shall assign an officer to handle Saturday mail deliveries to this facility in order to permit the inmates to receive their incoming mail.

### **E. Approved/Rejected Publications And Mail**

1. The Commander may designate staff to review and, where appropriate, approve incoming publications and mail. However, only the Commander or a specific designee may reject mail or a publication.
2. The Commander, or designee, may reject a publication/mail only if it is determined to be detrimental to the safety, security, good order, or discipline of the facility. A list of excluded materials may not be established, but a review of individual publications will occur. Publications will not be rejected solely because its content is religious, philosophical, social, sexual, or unpopular. Written responses, with a stated reason, will be given to the inmate

when a publication is found to be unacceptable. Publications which may be rejected include, but are not limited to, the following:

- a. Material depicting the construction or use of weapons, ammunition, bombs, incendiary devices, narcotics, drugs, alcohol, and/or escape tools or plans.
  - b. Blueprints, drawings, or a similar description, of the Chatham County Sheriff's Complex, or other law enforcement and/or correctional facilities.
  - c. Sexually explicit material will not be allowed.
  - d. Procedures for brewing alcohol, or for the manufacturing of drugs.
  - e. Articles or depictions of activities encouraging the commission of criminal offenses, physical violence, gang affiliations, group disruption, or material written in code.
3. In the event that a publication/mail is rejected by the Commander, or designee, the inmate will be permitted to appeal this action through the Inmate Grievance Procedures. Such appeals may be forwarded to the Sheriff for final decision.
- F. Excess Publications and Mail:
1. Inmates may only have in their possession four (4) publications
  2. The inmate is responsible to have excess publications or other materials placed into their property. This is accomplished by simply submitting an Inmate Request Form to the Wing Officer who shall inventory the materials and supply the inmate with a receipt. The receipted material will be secured in a paper bag and forwarded to the Property Officer. Excess items discovered during any room/cell inspection or search will be disposed of as contraband.
  3. If the excess books or magazine are issued out of the facility's library, they shall be returned there.
  4. A REASONABLE LIMITATION MAY BE IMPOSED WHERE THERE IS A REASONABLE BELIEF THAT LIMITATION IS NECESSARY TO PROTECT THE ORDER, SAFETY AND SECURITY OF THE FACILITY, INMATES, STAFF, AND VISITORS. IN THIS EVENT, A REPORT WILL BE SUBMITTED TO THE COMMANDER OR DESIGNEE AND THE INMATE SHALL BE INFORMED OF THE LIMITATION AND MAY APPEAL SUCH ACTION THROUGH THE USE OF THE FACILITY'S INMATE GRIEVANCE PROCEDURES.
  5. If necessary, reasonable limitations may also be imposed on inmate use of the mail for the conducting of their personal and legitimate business enterprises.
- G. Any part of a publication, or any photograph or other article that affixed to any wall, door, window, or other fixture of this facility shall be deemed to be contraband and disposed of.
- H. Inmates who have sufficient funds on their inmate commissary account may file a request form to the Unit Counselor to subscribe to a publication. The Counselor shall ensure that the funds are available and shall assist the inmate in obtaining the subscription. The inmate is financially responsible for the subscription. A check will be drawn against the inmate's commissary account to cover the expenses involved.
- I. Mail Forwarding

When an inmate is transferred or released from this facility, the inmate is responsible for accomplishing all U.S.P.S. Change of Address forms through the U.S.P.S. or the new institution, as appropriate.

1. Publications arriving at this facility after an inmate leaves will not be forwarded and will become the property of this facility.
2. All personal (letters and packages) and legal mail will be returned to the sender.

J. United States Postal Service

1. Employees of the United States Postal Service (U.S.P.S.) are responsible for mail delivery and pick-up, to and from this facility, in accordance with U.S.P.S. scheduling and regulations.

K. Address

1. The inmate mailing address for this facility is:  
1074 Carl Griffin Drive  
Savannah, Ga. 31405
2. Inmates should inform their friends and family to ensure that they address all correspondence with the inmate's full name (First, Middle, Last) and alias as well as include a complete return address. This will help to assure accurate delivery in the event that there are inmates with the same name in this facility or in the event that a letter must be returned to the sender.