

## Legal Mail Drop-Off

### 1903.1 GENERAL

Legal representatives (i.e. attorneys, legal runners, etc.) will be permitted to drop-off legal mail at the Central Men's Jail Attorney/Bonds for inmates who are housed at the Central Men's Jail (CMJ), Central Women's Jail (CWJ), and/or Intake Release Center (IRC) and at the Theo Lacy Facility (TLF) Lobby for inmates housed at the TLF.

- (a) Legal representatives including but not limited to:
  - 1. Attorneys, law students, paralegals, legal runners, licensed investigators, and other professionals under the supervision of a licensed attorney.
- (b) Legal representatives will be permitted to drop-off legal mail (e.g. envelope, package, folder, etc.) at:
  - 1. Central Men's Jail Attorney/Bonds for inmates who are housed at the CMJ, CWJ, and/or IRC.
  - 2. Theo Lacy Facility Lobby for inmates who are housed at the TLF.
  - 3. James A. Musick Facility for inmate who are housed at the JAMF.
- (c) Legal mail will be allowed to be dropped off:
  - 1. During designated facility drop-off times:
    - i. Monday – Friday between 1100 and 1200 hours at the CMJ Attorney/Bonds
    - ii. Sunday- Saturday between 0001 and 2359 hours at the TLF Lobby
  - 2. Legal mail being dropped off outside designated drop-off times will not be accepted.
  - 3. Legal representatives attempting to drop-off legal mail outside designated drop-off times will be notified they can send legal mail via the United States Post Office (USPS), or they may set up an official visit with the inmate. Refer to [CCOM Section 1902.4 – Attorney, Bondsman and Official Visits for more information](#).
  - 4. There are no limits placed on the number of legal mail items a legal representative may drop off.
    - i. A "Legal Mail Drop-Off" Form will be completed for each item of legal mail being dropped off.
    - ii. The legal representative must provide a valid form of government identification, including:
      - A. Government-issued, picture identification card (i.e. state driver's license, identification card, county identification card/badge, etc.)
      - B. Passport
      - C. United States Military identification card

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- D. United States issued Naturalized Citizen card
- E. Matricula Consular card issued after April 22, 2002
- iii. The Correctional Services Assistant (CSA), Sheriff's Special Officer (SSO), or Deputy working CMJ Attorney/Bonds or TLF Lobby will confirm the legal representative's identification matches the information provided on the "Legal Mail Drop-Off" Form. Staff will also ensure the inmate is currently housed at the corresponding facility listed on the legal mail.
- iv. The inmate's full name, booking number, general physical description of the legal mail item (e.g., envelope, package, folder, etc.), and a return address must be provided for each item of legal mail being dropped off.
- 5. Each legal representative may only drop off legal mail once per day, during designated drop-off times.
- (d) A Mailroom CSA will collect all legal mail that was dropped off at the CMJ Attorney/Bonds or TLF Lobby and take it to the Mailroom for processing. Refer to [CCOM Section 1900.3 - Incoming Inmate Mail](#) for more information. Legal mail will only be opened and inspected in the presence of the inmate. Any contraband found in the legal mail collected during drop-offs will be documented and legal action may be taken against the legal representative who dropped off the item of legal mail.
  - 1. Any contraband found in the dropped off legal mail will be documented and referred to the Division Commander for review. Legal representatives who violate the law, jail rules, and/or who disobey staff direction may be denied future legal mail drop-off privileges and/or subjected to legal action.
- (e) The completed "Legal Mail Drop-Off" Form will be given to Inmate Records and placed on the inmate's file.