

## 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 lobby of the Central Men's Jail (CMJ), Central Women's Jail (CWJ), Intake Release Center (IRC), Theo Lacy Facility (TLF), and James A. Musick Facility (JAMF) for inmates housed at those respective locations.

- (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 the lobby of the respective facility where the inmate is housed. Legal mail shall be permitted to be dropped off at any time, 24 hours a day, 7 days a week, and there shall be no limitation on the number of legal mail items a legal representative may drop off.
- (c) When accepting legal mail drop-offs, the following shall occur:
  - 1. A "Legal Mail Drop-Off" Form will be completed for each item of legal mail being dropped off.
  - 2. The legal representative must provide a valid form of government identification, including:
    - i. Government-issued, picture identification card (i.e. state driver's license, identification card, county identification card/badge, etc.)
    - ii. Passport
    - iii. United States Military identification card
    - iv. United States issued Naturalized Citizen card
    - v. Matricula Consular card issued after April 22, 2002
  - 3. The Correctional Services Assistant (CSA), Sheriff's Special Officer (SSO), or Deputy working will confirm the legal representative's identification matches the information provided on the "Legal Mail Drop-Off" Form. Staff will ensure the inmate is currently housed at the corresponding facility listed on the legal mail. Staff will also inspect the legal mail for obvious signs of contraband.
  - 4. 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. If a legal representative refuses to complete a "Legal Drop-Off" Form, custody staff shall advise the legal representative that legal mail may be sent via the United States Postal Office (USPS), or that an official visit may be scheduled with the inmate. Refer to CCOM Section 1902.4 – Attorney, Bondsman and Official Visits for more information.

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

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- (d) A Mailroom CSA will collect all legal mail that was dropped off at a jail lobby and take it to the Mailroom for processing. Refer to [CCOM Section 1900.3 - Incoming Inmate Mail](#) for more information.
  - 1. 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.
  - 2. Any contraband found in the dropped off legal mail will be documented and the Division Commander shall be notified 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.