

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 17.06	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> ACA 4-ALDF-5B-07	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> October 19, 2015	
	<b>REVISION DATE:</b> September 29, 2014	
<b>CHAPTER:</b> Inmate Communication, Mail and Visiting	<b>SUBJECT:</b> Inmate Newspaper Subscriptions	

- I. **PURPOSE:** To describe the procedure for inmates to obtain private newspaper subscriptions and Inmate Welfare Fund newspapers.
- II. **POLICY:** It is the policy of the Alameda County Sheriff's Office to provide incarcerated persons access to newspapers.
- III. **PROCEDURE:**
  - A. PRIVATE SUBSCRIPTIONS:
    1. Inmate subscriptions will be accomplished through a third party who does not reside in a jail facility. Payments for subscriptions will be made directly to the newspaper company by the third party
    2. Cancellation or change of address for subscriptions is the sole responsibility of the inmate subscriber or third party
    3. Newspaper companies will provide each subscriber copy with an affixed individual label which shall contain the inmate's last name, first name, and Personal File Number (PFN)
    4. Newspaper companies shall mail all subscriber copies directly to the inmate at the specified jail facility
    5. Newspapers will be delivered with the regular postal mail, marked with the inmate's housing location, date received, and delivered by a Mailroom Clerk with the rest of the inmate mail
    6. Newspapers will be passed out by the Housing Unit Deputy Sheriff with the regular inmate mail

7. Newspapers received for subscribers no longer in custody shall be disposed of

B. INMATE WELFARE FUND SUBSCRIPTIONS:

1. The Inmate Welfare Fund will purchase newspapers for the inmates
  - a. Six (6) newspapers per each housing floor at the Glenn E. Dyer Detention Facility (GEDDF), and for each Maximum and Medium Security Housing Unit at the Santa Rita Jail (SRJ), the same will be provided. Housing Unit 24 will receive nine (9) and Housing Unit 25, ten (10)
  - b. Twelve (12) newspapers per each Minimum Security Housing Unit at the SRJ will be provided
  - c. Two (2) newspapers will be provided for the SRJ Outpatient Housing Unit (OPHU)
2. Newspapers are to be shared equally in the housing units; one (1) newspaper per pod
3. Newspapers delivered by a delivery truck will be delivered to the public lobby (GEDDF) or the newspaper dispenser located outside the service entry door, North/South Corridor (SRJ)
4. Inmate Services staff will deliver the newspapers Monday through Saturday
5. Inmates will not be allowed to accumulate newspapers. Papers over three (3) days old are to be discarded. Newspapers received through the mail will be discarded three (3) days from the date marked on the paper by housing unit personnel upon receipt of delivery, not three (3) days from the issue date
6. On observed holidays, when Inmate Service staff is not available, the Housing Unit Sheriff's Technicians are responsible for collecting the newspapers from newspaper dispenser outside the service entry door, public lobby, Minimum or Maximum Muster Rooms and delivering them to the housing unit they are assigned to