

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 5.04	PAGES: 1 of 2
	RELATED ORDERS: R&R 2.1.91 , 2.2.84 CALEA 72.8.4	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 15, 2015	
	REVISION DATE: May 6, 2009	
CHAPTER: Staff Communications and Transportation	SUBJECT: Facility Mail Procedure	

- I. **PURPOSE:** To provide a procedure for processing incoming and outgoing mail.
- II. **POLICY:** All incoming and outgoing mail will be processed through the facilities' mailrooms. Employees shall not use the Agency address for personal mail, or process personal outgoing mail through the mailroom.
- III. **DEFINITION:** QIC CODE MAIL is mail between Alameda County departments and is transported by the Alameda County Messenger Service.
- IV. **PROCEDURE:**
- A. INCOMING U.S. MAIL:
1. Glenn E. Dyer Detention Facility (GEDDF):
 - a. Mail will be delivered to Administration by the Oakland Post Office, Monday through Friday, excluding holidays.
 - b. The mail clerks will sort all incoming mail and deliver it to the respective areas as follows:
 - 1) Command staff and supervisors' mail will be delivered to the mailboxes in the administration alcove adjacent to staff dining.
 - 2) Mail for line staff will be forwarded to the employees' supervisors for delivery to the employee.
 - 3) Mail addressed to a specific section will be delivered to the day shift supervisor in that section or placed in the corresponding mailbox.
 - 4) Mail for any area in the facility will be hand delivered to that area or placed in the corresponding mailbox.

2. Santa Rita Jail (SRJ):

- a. Mail will be picked up from the San Ramon Post Office by Mailroom staff, Monday through Friday, excluding holidays.
- b. The mail clerks will sort incoming mail and deliver it to the respective areas as follows:
 - 1) Command staff and supervisors' mail will be delivered to the alcove adjacent to the employee lounge.
 - 2) Mail for line staff will be delivered to the alcove, via their supervisors' mailbox, for delivery to the employee.
 - 3) Mail addressed to a specific section and the Service Building areas will be delivered to the alcove.

B. OUTGOING U.S. MAIL: Proper zip codes will be included on all outgoing mail.

1. At GEDDF, outgoing mail shall be deposited in the designated place in the administration alcove, and outgoing mail from the housing floors shall be deposited in the mailbox located on each housing floor.
2. At SRJ, outgoing mail from the Core Building shall be deposited in the designated place in the employees' information alcove - one bin for U.S. mail; one for QIC Code envelopes.

C. QIC CODE MAIL: QIC Code mail will be processed in the same manner as U.S. mail.

1. At GEDDF, the Alameda County Messenger will pick up and deliver QIC Code mail Monday through Friday, from the administration alcove.
2. At SRJ, the Alameda County Messenger will pick up and deliver QIC Code mail Monday through Friday, at 0800 hours from the facility mailroom.

D. Facilities' mailrooms will be open Monday through Friday, excluding holidays.