

# INMATE PACKAGES

STANDARD NO(S):

NYSSA #

DATE:

June 1, 2007

REVISED: 04/22/2011

REFER TO:

Robert W. Jensen Jr.

## I. POLICY:

It is the policy of the Seneca County Correctional Facility to allow inmates to receive packages from and send packages to any persons.

## II. DETAILS:

### **A. Incoming Inmate Package -**

1. A list of authorized items is located in the policy "Inmate Property" and in the Inmate Handbook.
2. Incoming packages requiring a signature will be received and signed for by staff from the Records Division. A designated "C" Shift Escort Officer will pick up all such incoming packages from the designated area located in the Records Division.
3. All incoming packages will be taken to the Escort Office and will be inspected by the "C" Shift Escort Officer solely to ensure the absence of contraband.
4. All items (authorized and/or unauthorized) from packages will be recorded using the "Property In" and "Add Property Transaction" keys on the inmate management computer and a copy of the Property Transaction will be printed. All unauthorized items will be placed in the inmate's property bag.
5. The "C" Shift Escort Officer will deliver all packages to the Housing Units when they deliver the inmate correspondence. Such delivery will begin at Housing Unit A, then Housing Unit B, and ending with delivery to Housing Unit C. The Escort Officer will personally deliver all authorized items from packages to each recipient inmate, and provide them their updated Property Transaction Form.
6. Should any discrepancies occur the Escort Officer will explain to the inmate why they cannot have such item(s) per the authorized property list provided in the Inmate Handbook.

7. All boxes, packing materials (foam peanuts, bubble-wrap, etc.) and packaging tape will be broken down by the Escort Officer and taken to the dumpster at the rear of the kitchen for disposal/recycling.

**B. Contraband Found in Incoming Packages –**

1. For types of contraband, refer to the policy entitled “Contraband”.
2. Any contraband found will be forwarded to the Chief Administrative Officer. If the contraband found involves a criminal offense it will be forwarded to the Criminal Investigation Unit of the Seneca County Office of Sheriff using Form CF-007 (Release of Confiscated Property).
3. If the contraband is not authorize and does not involve a criminal offense, it will be returned to the sender or retained in the inmate’s secured property until the inmate’s release.
4. All contraband that presents a threat to facility sanitation or health will be destroyed upon an order from the Chief Administrative Officer using Form CF-006 (Property Release/Disposal).
5. The Chief Administrative Officer will give written notice of any determination made pursuant to this section to all persons affected by the determination. Such determination will be documented on Form CF-049 (Package/Correspondence Inspection Notification) and will include:
  1. The name and address of the sender
  2. The nature of the contraband
  3. A statement of the specific facts and reasons underlying the determination.
6. Money orders for inmates that are received in packages will be treated in accordance with policy “Inmate Money”.

**C. Outgoing Inmate Packages –**

1. All items the inmate sends from the facility will be packaged in the presence of the inmate and under supervision of facility staff. All costs incurred will be borne by the inmate.