



SAN DIEGO COUNTY SHERIFF'S OFFICE

Kelly A. Martinez, Sheriff

Rich Williams, Undersheriff

August 22, 2025

MaryAnne Pintar, Board Chairperson
Citizens' Law Enforcement Review Board
1600 Pacific Highway, Suite 251
San Diego, CA 92101

CLERB POLICY RECOMMENDATION: 23-069

Dear Chairperson Pintar,

The San Diego County Sheriff's Office welcomes and supports the Citizens' Law Enforcement Review Board's (CLERB) independent review of complaints alleging improper actions by members of the Sheriff's Office. The San Diego County Sheriff's Office (SDSO) continuously strives to respond with professionalism and concern to the citizens we serve, and the CLERB process provides invaluable input to that end.

CLERB sent SDSO the following recommendations, reference CLERB Case #23-069:

- 1. It is recommended that the San Diego Sheriff's Department (SDSD) update and align P.3 Incarcerated Person (IP) Mail Policy, B.5 Money Orders and Checks, and facility-specific Green Sheets, with respect to IP legal mail, to be all inclusive for the receipt, processing and distribution of IP legal mail.**

Thank you for your recommendation regarding this issue. Below is the response to your respective policy recommendation:

CLERB noted the following in their investigative report of case #23-069:

"Current Policy P.3 Incarcerated Person (IP) Mail, dated 03-11-22, directs that the Detentions Processing Division (DPD) staff will sort through the mail and remove any items identified as confidential or legal mail. The DPD staff are then directed to forward the confidential/legal mail as outlined in facility-specific green sheets. The VDF green sheet, P.3.V, dated 12-31-18, does not give any direction for the process of legal mail. Furthermore, each of the detention facility green sheets differ in how the legal mail will be handled or does not identify the legal mail process at all. Detentions Policy P.3, under the MPC Deputies Section, references a locking canvas bag, for incoming checks and money orders, however, mentions nothing about legal mail and defers to Policy B.5 for more information on the locking canvas bags. The Detentions Policy B.5 Section III. B. Money Orders and Checks, states, "Each bag will contain all processed money orders and

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unopened legal mail. The bags will also contain a packing list which will detail each item contained in the bags."

The Sheriff's Office updated Detention Services Bureau (DSB) Policy and Procedure (P&P) P.3 "Incarcerated Person Mail" on January 21, 2025, to provide consistent directions in the handling of legal mail to SDSO DSB personnel office-wide. An excerpt from the updated DSB P&P P.3 regarding receipt of legal mail by the Detention Processing Division (DPD) states as follows:

"Upon receipt of non-legal incoming U.S. mail and/or parcels from other shipping companies at detention facilities other than LCDRF (including non-legal certified and registered mail), Detentions Processing Division (DPD) staff will sort and refuse, reject and return to sender all items addressed to incarcerated persons. All IP mail, to included certified and registered mail, shall be addressed to 451 Riverview Parkway BLDG C, Santee CA 92071.

In the event IP legal mail arrives at a detention facility, the legal mail shall be routed to the MPC for appropriate screening."

An excerpt from the updated DSB P&P P.3 regarding the contents of the locked canvas bag, states as follows:

"MPC deputies shall organize all inspected mail into facility-specific bags. Each facility bag will contain paper bags with mail, incoming books and one locking money bag containing incoming legal/confidential mail, checks, and money orders (for more information on the locking canvas bags see Detention Services Bureau Policies and Procedures section B.5). After appropriate mail screening, the MPC deputies will seal the bags of mail and have them ready for pickup by STU."

In closing, we appreciate the time and effort of the Citizens' Law Enforcement Review Board. Thank you for your service to the citizens of San Diego County and for the recommendation. Our goal is to provide the highest quality public safety service to everyone in San Diego County.

Sincerely,

KELLY A. MARTINEZ, SHERIFF



Joseph Jarjura, Lieutenant
Division of Inspectional Services
KAM: JJ