

**COUNTY OF ORANGE  
SHERIFF'S DEPARTMENT  
Santa Ana, California**



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SHERIFF-CORONER**

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**Public Information  
Orange County Jails**

## **Inmate Accounts**

### **Cashier's Office**

Inmates may have money (cash), city, county, state or United States government checks, cashier's checks or money orders deposited to their account at the cashier's office. Cashiers checks, money orders must be made out to the inmate. These will then be credited to the inmate's account, not to exceed \$200.00

- Only cash is accepted at the Cashier's office. Money orders, Cashiers Checks or Official Checks must be deposited in the INMATE MAIL DROP BOX in the Visiting Lobby. This is for tracking purposes and the inmates must endorse these before they arrive at the Cashiers Office.
- PERSONAL CHECKS are NOT accepted for inmate accounts.
- Money can be placed on an inmate's account at any of the three jail locations (SANTA ANA, ORANGE, and IRVINE), regardless of where the inmate is housed. These funds are available for the inmate to use immediately after they are placed on the inmate's account.
- Possession of monies by an inmate is forbidden.
- Funds may not be transferred from the account of one inmate to the account of another inmate without the express permission of the Watch Commander.

### **Bail**

- Cash, cashiers checks, official checks and personal checks can be used to pay Bail. However, there are rules for the use of personal checks.
- Personal checks must be drawn on a California bank, with a California address. The maximum amount is \$7,500.00. The address of the payor must be pre-printed on the check AND IT MUST AGREE WITH THE ADDRESS ON YOUR DRIVING LICENSE. The personal check must be made out to the correct JUSTICE CENTER.
- PERSONAL CHECKS ARE NOT ACCEPTED FOR COURTS OUTSIDE THE COUNTY OF ORANGE.
- There is no restriction on the amount for a cashiers check. Cashiers checks must be payable in United States currency.
- Travelers Checks are also accepted for payment of Bail.

### **Commissary**

- Commissary orders are processed three times per week.
- The processing of Commissary Orders begins at 5 AM, therefore, if you are putting money on an inmates account for the purpose of allowing the inmate to order commissary, this must be done prior to 5 AM on the day the inmates order is being processed.
- Inmates at the IRC have their orders processed on Tuesday, Thursday and Sunday for delivery on Monday, Wednesday and Saturday.
- Inmates at the Women's Jail and Men Jail have their orders processed on Tuesday, Thursday and Saturday for delivery on Sunday, Wednesday and Friday.
- Inmates at the Musick Facility have their orders processed on Monday, Wednesday and Friday for delivery on Tuesday, Thursday and Saturday.
- Commissary items available for purchase include hygiene items, snacks, writing materials, etc.

## **Inmate Mail**

### **General Guidelines**

- Inmates are permitted to send and receive unlimited correspondence in order to maintain communication with their families, friends, business associates and government authorities, except when there is reasonable cause to justify limitations for reasons of public safety or facility order, security, or to stop a state or federal crime.
- All inmate mail, incoming and outgoing, is governed by Federal law, State Jail Standards and Jail Procedures. There are no limits placed on the number of letters an inmate may send or receive, or on the number of pages permitted in either incoming or outgoing mail.
- Federal Law prohibits malicious tampering or mishandling of mail. The law prohibits withholding inmate mail except under certain circumstances and in conformance with the following regulations
  1. Inmates who refuse to sign the mail authorization portion of the

booking form will be ineligible to receive U.S. Post Office or dropoff mail. Their mail will be forwarded to the Property Storage Room for inclusion in their personal property.

2. Inmates assigned to disciplinary housing may have their mail privileges temporarily withheld for violation of mail regulations. The withholding of mail privileges shall not exceed 72 hours unless the Facility Commander has reviewed the matter and authorized further withholding of mail privileges. In no case shall the mail privileges with any members of the State Bar, holders of public office, the courts or Facility Manger be suspended.

- Inmates may not send and receive mail containing critical and uncomplimentary remarks concerning the jail or other related agencies.
- It is a misdemeanor violation for any unauthorized person to bring into or take from any jail any letter to or from any inmate (CPC 4570)
- Mailing addresses are as follows:

Intake Release Center, Men's or Women's Jail address mail to:

INMATE NAME and Booking Number  
550 N. Flower Street  
Santa Ana, CA 92702

Theo Lacy Branch Jail

INMATE NAME and Booking Number  
501 City Drive South  
Orange, CA 92868-3390

James A. Musick Facility:

INMATE NAME and Booking Number  
13502 Musick Road  
Irvine, CA 92618

- No writing or marks other than the inmate's name and address and the name and address of the person to whom the letter is being sent, or proper directions to the post office, are permitted on the envelope.
- All letters must contain the correct amount of postage.
- Incoming mail may not exceed 9 x 12 inches (legal documents and material excepted).
- Inmates are permitted to receive through the mail, any newspapers, magazines or paperback books, *directly from the publisher*, that may lawfully be transmitted through the U.S. Postal Service, subject to reasonable withholding for inspection for contraband and security purposes. Inmates may receive hard cover books upon prior request and for specific need. No inmate may possess more than five books and five magazines at any one time. Excess items must be discarded or mailed out at the inmate's expense (SvG/USDC CV 75-3075 WPG/#3).
- Once the subscribed publication is received, it is considered the personal property of the inmate and subject to Orange County Jail Rules as outlined under PROPERTY.
- Obscene publications or writings as determined by the Facility Commander, and mail containing information concerning where, how or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence: and any matter concerning unlawful gambling or an unlawful lottery is prohibited.
- Packages are not accepted and will be returned to the sender, unless previously approved by the Watch Commander. Inmates are permitted to possess a reasonable number of photographs, none measuring more than 8 inches by 10 inches.
- Mail without a return address will be searched and placed in the inmate's property.
- Incoming and outgoing mail will not be held for more than 24 hours. Mail will be processed and distributed daily, excluding weekends and holidays.

### **Unacceptable Items Received in the Mail**

- Items received in the mail will be screened for unacceptable materials.
- The following items will be deemed unacceptable and processed accordingly.
  1. Addressee not in custody at any of the facilities. (Returned via U.S. Post Office.)
  2. Published materials not received directly from a publisher

deemed secure by jail administrators. (Note: If an inmate can show special circumstances, the inmate may petition the Facility Commander for permission to receive the published materials from other sources.)

3. Obscene publications or writing as determined by the Facility Commander, and other mail containing information concerning where, how or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; and any matter concerning unlawful gambling or an unlawful lottery; and any publication concerning the cultivation or illegal production of narcotics or drugs; and any mail that violates federal or state law.
4. Packages are not accepted and will be returned to the sender unless previously approved by the Facility Commander.
5. Items which cannot be inspected by normal means or without damaging the item, i.e., multilayered cards, photos, laminated items, etc.
6. Items containing foil or metal of any type, glass, wood, hard plastic, rubber or other prohibited substances.
7. Maps, travel brochures, wall calendars, wall posters.
8. Credit cards, personal checkbooks, etc.
9. Any illegal item or any item which could constitute a security hazard or tend to incite violence or other unpermitted conduct.
10. Any food item.
11. Any article of clothing, hygiene item or other personal property.
12. Items such as stationary, stamps and envelopes are no longer accepted without a court order.

### **Drop-off Letters**

- Items such as letters and greeting cards will be accepted for distribution to the inmate population. These items should be in a sealed envelope and show the inmate's name, booking number and have a return address for the sender. Visitors must place such items in the designated drop box located in the public visiting lobby. Letters that do not fit in the provided drop box will not be accepted.
- Bulk items such as blank stationery/greeting cards, envelopes, stamps, books/magazine and 4" black lead pencils without erasers are no longer accepted without a court order.
- Material packaging must show the intended inmate's name, booking number and housing location and include a return address for the sender. Any drop off mail not properly addressed will NOT be accepted.
- Magazines and books must be sent through the United States Mail.

### **Special Handling Mail**

- Occasionally, the jail receives inmate mail which requires special handling. This mail is generally delivered by Postal Service Express Mail, UPS, or Federal Express and requires a signature by the receiving party.
- All special handling mail will be accepted by the Visiting Guard Station. The Visiting Guard Station Deputy/SSO will accept and sign for mail for any inmate in custody in the Central Jail Complex.  
NOTE: The signature only accepts the mail for further delivery and does not accept responsibility for the contents.
- The person delivering mail for an inmate at a branch jail will be directed to the appropriate facility.
- Mail will not be accepted for anyone not in the custody of the Sheriff.

## **Inmate Property and Clothing**

### **Personal Clothing Exchanges**

- Requirements for exchange: One exchange of personal clothing or one addition to the existing personal clothing will be permitted during an inmate's period of incarceration. The clothing exchange is allowed providing that existing clothing is insufficient, improper or not suitable for court. More frequent clothing exchanges will only be permitted by court order. Inmates pending an in-custody release to state prison will not be allowed to exchange without special circumstances.
- Persons bringing in clothing for exchange must stop at the

Visiting/Reception Guard Station where the Deputy/SSO will fill out in triplicate, a "Property Release Authorization" form (J-025), filling in the inmate's name, booking number, housing location, date, time and person bringing in the clothing for exchange.

- The new garments will be thoroughly searched for contraband. Contraband found in the clothing will be brought to the Operations Sergeant's attention immediately.
- Items brought in for exchange must be clean and ready to hang in storage.
- Preferred Items are exchanged on a "one for one" basis. Any more than one article requires a court order on file. 1 shirt, 1 pants, 1 shoes, etc.

### **Property**

- Inmates may only possess items which have been issued by jail staff, purchased through commissary, permitted at the time of booking, permitted to be received through the mail, or by court order. All other items are considered contraband and will result in the item being confiscated and disciplinary action may be taken.
- The number of commissary items an inmate may possess is only limited by the quantity listed on the order form.
- Articles, including food items, personal hygiene items, etc. will not be accepted from individuals or by mail.
- Photographs no larger than 8 x 10 inches will be accepted.

### **Transfers to State Institutions:**

#### **California State Prisons**

- Only the items listed on the supplemental form are permitted for transfers to state institutions. Request the form for California State Prison property guidelines from the Visiting Guard Station personnel.

## **Medical And Health Services**

- All Inmate medical files are under the control of Correctional Medical Services. Access to inmate medical files are controlled and regulated by the Custodian of Records, Jean Marie Legacy, 515 N. Sycamore, Room 120, Santa Ana; phone 834-3536; FAX 835-9312.
- Matters of judgement regarding health care services will be the sole province of the health services staff. This is limited to diagnosis of illness and injury and development of medical treatment plans which include recommendations to the Sheriff's Department regarding housing and safety precautions.
- It is the goal of the Correctional Medical Services program to comply with the *American Medical Association Health Care Accreditation Standards* (September 1981). Orange County Jail is accredited by The Institute for Medical Quality.

### **Medical Care**

- Inmates are provided medical care from the time of their admission, throughout their period of incarceration, and until released. Health care services and equipment will be provided at a level appropriate to meet individual and group needs. Inmates whose health care needs cannot be satisfactorily met at the jail will be transported to a fully licensed and accredited local hospital for treatment.
- The Intake/Release Center is equipped with a variety of resources designed to meet the health care needs of the incarcerated individual. Adequate space, equipment, supplies and personnel have been provided as determined by the Medical Program Administrator.

### **Mental Health Care**

- The Mental Health Care Services Program is designed to screen, evaluate and treat mentally ill inmates in order to provide necessary onsite mental health treatment during their incarceration.
- Correctional Mental Health Services is a division of the County Health Care Agency.
- They are responsible for providing 24-hour on-site mental health care services to inmates incarcerated in the Intake/Release Center.
- CMHS staff will evaluate and treat mentally ill inmates in order to provide necessary on-site mental health treatment during their incarceration.
- Confidential mental health records will be maintained pursuant to

Welfare and Institutions Code Section 5328.

### **Dental Care**

- Provisions are made for 24-hour emergency dental care. Routine dental care is provided to those requesting this service.
- Dental treatment includes oral prophylaxis, restorative dentistry, endodontics, oral surgery, periodontics and referrals.
- Dental care is provided to inmates under the direction and supervision of a dentist, fully qualified and authorized to provide care in accordance with state licensure requirements; and a dental assistant.

## **Public Visiting**

- The Administration of each Correctional Facility encourages inmates to maintain ties with their family and friends through regular visits. In order to provide a smooth and organized visiting program, maintain order and protect the rights of those citizens in the visiting area, each facility has established the same basic visiting rules and guidelines, visiting schedule and rules of conduct. Visiting sign-up procedures may vary between facilities depending upon the classification of inmates assigned to each facility. Please ask any member of the visiting staff to provide you with a detailed list of their facility visiting rules and procedures.
- Visiting hours at all facilities, Men's Jail, Women's Jail, Intake and Release Center, Theo Lacy Facility, and the Musick Facility are Friday through Sunday between the hours of 8:00 a.m. and 5:00 p.m.
- Visiting groups may contain a maximum of three people, if the third person is under the age of five. Unaccompanied children under the age of 18 must have prior approval from the Watch Commander to visit.
- Children should be supervised and under your control at all times. They should not be left unattended and allowed to stray away from you.
- Each visit is 30 minutes in length and inmates are entitled to two visits per week.
- Photo identification and the inmate's booking number are required when signing up for a visit. Visitors who have been released from a correctional facility within 60 days, unless the visitor is a spouse or blood relative of the inmate, is ineligible to visit. Penal Code section 4571 prohibits persons convicted of a felony, and who have served time in any California State Prison, from entering upon the Jail premises without permission of the Watch Commander.
- Violation of visiting rules, laws, regulations or procedures by a visitor may result in the visitor being removed, denied visiting privileges and subject to criminal charges.

### **Inmate Telephone Usage**

- Inmates confined in the Orange County Jail system will have access to telephones in order to maintain community and family ties and communicate with legal representatives or the courts.
- Telephones in the housing and dayroom areas are available for inmate use. Telephone calls are made collect. There are no restrictions on the number or duration of calls. The use of a non-collect free phone for regularly assigned inmates is restricted to instances where the inmate collect phone cannot be used. The use of this phone is with the permission of the on duty Sergeant, Lieutenant or pursuant to court order.
- Inmates on loss of privileges or placed in isolation shall have restricted access to the telephone as a condition of the discipline imposed. They will not, however, be prevented from making telephone calls to their legal representatives or the courts in connection with prospective or pending litigation.
- Incoming calls to inmates are not accepted. The Watch Commander must approve emergency messages to inmates.

## **Public Information Telephone Numbers**

Inmate Records (Central Jails) (714) 647-4666  
 Inmate Records (Theo Lacy) (714) 935-6940  
 Cashier (714) 647-6087