

CHAPTER:	1	Administration and Management	1.1.15
SECTION:	1	General Administration	EFFECTIVE DATE: 3 / 9 / 20
SUBJECT:	15	STAFF MAIL	
STANDARDS: ACA – 4 – ALDF: None			REVIEW DATE: 3 / 9 / 20
APPROVED: _____ Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 4 / 13 / 20
Reviewed: 11-14-03 Rescinds: 1.1.15 Staff Mail (Effective 12-06-02)			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to allow employees to receive and send mail to conduct official business related to the performance of an employee’s duties. Staff mail is sorted and distributed Monday through Friday, except holidays.

II. RESPONSIBILITIES

All Division of Corrections staff are responsible for the following procedures.

III. DEFINITIONS

Departmental Mail: Mail for other City Departments not within the Division of Corrections.

Interoffice Mail: Mail from staff person to another staff person within the facility, or from staff person to staff person among Division of Corrections facilities.

IV. PROCEDURES

A. General Information

1. Mail boxes for staff and work sections are located near the Administrative Receptionist’s desk.
2. All mail will be sent via standard first-class mail unless otherwise approved by the Corrections Center Superintendent or Fiscal Operations Support Manager.

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3. All mail must be for conducting official City business. Staff are not permitted to send personal mail at the expense of the City.

B. Incoming Mail

1. All in-coming mail are delivered to the St. Louis City Justice Center's Lobby Receptionist.
2. The Lobby will notify the Mail Room staff who picks up the incoming mail from the Lobby Receptionist and brings it to the Mail Room.
3. The Mail Room staff will sort through the mail and separates inmate mail from staff mail. (See 5.7.1 Inmate Mail).
4. Any mail not specifically addressed to an individual, with the exception of any mail marked "Confidential," will be opened by the Mail Room staff.
5. Any mail marked "Confidential" and not addressed to a specific individual will be forwarded to the Commissioner.
6. If business-related mail addressed to a former employee is received, the mail is given to a staff person who replaced the former employee. (For example, if mail is addressed to John Smith who was the Building Electrical Engineer, the mail goes to Joe Black who is the new Building Electrical Engineer.)
7. If a personal mail addressed to a former employee is received, the Mail Room staff sets the mail aside to be returned to sender.
8. The Mail Room staff will place staff mail in the staff mailboxes.
9. Mail for custody staff will be placed in the appropriate Shift's mail boxes or in the mailbox of the Shift Supervisor. Support staff who do not have mail box will have their mail placed in the mailbox of their work section Supervisor.
10. Staff Supervisor will distribute mail to their assigned staff accordingly.
11. Correctional staff assigned a mailbox are required to check the mailbox at a minimum once per shift worked.

C. Outgoing Mail

1. All outgoing mail will be placed in the "out" box on the Administrative Receptionist Desk.

2. The Mail Room staff will pick up all outgoing mail from the “out” box and brings it to the Mail Room.
3. The Mail Room staff places mail not requiring postage in a separate mail bin.
4. The Mail Room staff places the mail bin on the Lobby Receptionist Desk for pickup by the U. S. Postal Service Mail Carrier.

D. Interoffice Mail

1. The Correctional Staff Member sending interoffice mail places the mail in the proper staff mailbox or the “MSI Out” mailbox.
2. Correctional Staff Members are required to retrieve their mail at a minimum of once per shift worked.

E. Departmental Mail

1. The Correctional Staff Member sending departmental mail places the mail in the mail slot designated for the Division’s Courier.
2. The Department Courier picks up departmental mail and delivers it to other Departments as addressed.