

## PROPERTY DROP OFF POLICY

### MAILING ADDRESS

INMATE NAME/ID#

P.O BOX 806

PURVIS, MS 39475

### BUISNESS HOURS:

MON: 8AM – 4:30PM

TUES: 8AM – 4:30PM

WED: 8AM – 4:30PM

THURS: 8AM – 4:30PM

FRI: 8AM – 4PM

WEEKENDS: CLOSED

### FOR INMATES BOOKED MORE THAN 3 DAYS:

Inmate Property may be dropped off on **Monday's** during **business hours**. Property dropped off must be dropped off to the canteen and property officer directly. When dropping off property, a form must be filled out and signed by the individual before it can be accepted. Any property dropped off without a form, or a complete form, will be discarded.

If the individual dropping off property cannot make it during business hours, property may be mailed in at the above address on any day. Please note that if property is mailed to the facility that is a non-allowed item, it must be picked up within 1 week or it will be discarded. Any property mailed in that does not inform the facility of who sent it will not be issued and will be discarded. Property cannot be issued without knowledge of where it comes from.

ALL PROPERTY DROPPED OFF OR MAILED IN MUST BE IN ORIGINAL PACKAGING

### **PROPERTY WILL NOT BE ISSUED AND WILL BE DISCARDED IN THESE SCENARIOS:**

- Property is dropped off outside of business hours
- Property is non-allowed items
- Property is in excess and exceeds the allowed amount
- Property is not accompanied by a completed form
- Property mailed in does not have proper return address
- Property is not in original packaging, or property is damaged, torn, or ripped.

**FOR INMATES BOOKED LESS THAN 3 DAYS:**

If an inmate has recently been booked in and has not been in the facility three days or more, property drop off's can also be directed to the Canteen and Property officer. For new inmates, property can also be dropped off after hours or on weekends. This applies only to those who have been booked less than three days. Any property dropped off outside business hours for someone who has been booked more than three days will be discarded.

To drop off property for a new inmate outside of business hours, report to the Lobby on the right side of the Sheriff's Office. In the lobby, use the provided phone to contact booking using the side button labeled "Booking." This will connect you to an officer who can collect the property and provide you with the correct form to complete. If the booking officer notifies you that the inmate has surpassed the three days, please refer to the section above. Any property dropped off in this manner will not be issued immediately due to the property officer not being present.

**PROPERTY WILL NOT BE ISSUED AND WILL BE DISCARDED IN THESE SCENARIOS:**

- Inmate has been booked longer than three days and does not meet the criteria
- Property is not in original packing, or property is damaged, torn, or ripped
- Property is dropped off in excess and exceeds the allowed quantity
- Property is not accompanied by a completed form
- Property is non-allowed items

## BOOKS AND READING MATERIAL POLICY

Inmates are allowed three books in their possession at a time. Books may be mailed in and cannot be dropped off to the canteen/property office.

Books that are mailed in excess will not be held for book exchange in house. Books can be sent as often as preferred, however no more than three books can be sent per day. If more than three books are received the same day, three books will be chosen at random.

The remaining books will then be discarded if not picked up within one weeks' time. If a phone number is provided or available to the property officer, you may be notified of the one-week time period, whether by the inmate or by the facility. After one week has passed, the books will be discarded without further notification. If a phone number is not available to the facility, or known by the inmate, the books will be discarded without notification.

If books are sent that are considered contraband, including X-Rated or hardback books, the above statement also applies.

Inmates may be issued three books per day, despite the limit in their property being three total books, not including a bible. It is the responsibility of the inmate to have excess books picked up or mailed out. A pre-paid return shipping box may be mailed in for this purpose, however the facility will not fund book returns.

Once books are delivered to the inmate, we are no longer responsible, nor do we track ownership. If the inmate gives books away, loses a book, or does not remove books from their housing area when released/moved to another area, the books are considered unwanted and discarded. We are not responsible for books after an inmate is released from the facility.

If an inmate is in possession of excess books when a property search is performed for ANY REASON, they will have the option to pick three books (not including a bible) to keep. The remaining books will be discarded after one week. It is the INMATE'S RESPONSIBILITY to make contact to have said books picked up before the one week deadline. If arrangements are made to have books mailed out and the return package is delayed, contact the facility and we can arrange another deadline.

### **BOOKS WILL NOT BE ISSUED AND WILL BE DISCARDED IN THESE SCENARIOS:**

- Books are sent in excess
- Books are X-Rated or hardback

Any property that is dropped off or mailed in will not be issued until the following Wednesday or Friday

If an individual is unsure of allowed items in the facility, please refer to the allowable items list, or contact the Property officer at 601-794-3562