



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Sheriff
Department No.: 032
For Agenda Of: April 01, 2014
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Sheriff's Office Bill Brown (Ext. 4290)
Contact Info: Lieutenant Tim McWilliams (Ext. 4047)

SUBJECT: Keefe Commissary Network Contract Amendment

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

1. That the Board of Supervisors authorize the Sheriff to enter into a contract amendment on behalf of the County of Santa Barbara with Keefe Commissary Network (KCN) effective April 01, 2014.
2. Find that the proposed actions do not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to 14 CCR 15378(b)(5), in that they are government administrative activities that will not result in direct or indirect changes to the environment.

Summary Text:

On May 01, 2011, the Santa Barbara County Sheriff's Office entered into a contractual agreement with Keefe Commissary Network (KCN). This is a revenue contract, whereby KCN provides inmate commissary supplies and services to the Custody facilities. The Sheriff's Office receives a commission on the sales of commissary supplies and services. The commissions are placed in the Inmate Welfare Fund (Fund 0075) for the benefit of the inmates.

This amendment is to provide the additional service of Secure Mail to the inmate population and their families. Secure Mail is a program that allows friends and family members, of persons incarcerated in the Santa Barbara County Jail, the ability to correspond via email. This option will be offered in addition to the current mail policy and provides the opportunity for the inmates to receive letters and photos in a safe and secure manner.

Background:

On March 11, 2013, the Sheriff’s Office, Custody Division, as part of the Inmate Mail Guidelines, implemented a Post Card only policy for all incoming mail delivered from the United States Postal Service (USPS) from friends and family members. Postcards can be of any size as long as they are accepted by the USPS for delivery. This policy was implemented to improve the safety and security of the facility by reducing the amount of drugs and contraband sent through the mail. Since the implementation of that policy, some community members have stated their concerns that corresponding with incarcerated individuals is hindered due to the amount of space available on a postcard and the contents of their private conversations are on public display throughout the mailing process.

In response to the community concerns, the Sheriff’s Office looked for alternative methods that would provide for additional correspondence while continuing to maintain the safety and security needs of the custody facilities.

Secure Mail is a program developed by our current commissary vendor, KCN. This program provides community members and families the ability to correspond with incarcerated individuals in more contemporary and efficient means for more information to be shared in a letter-type format, while providing the necessary safety and security measures required by the Sheriff’s Office. Friends and family members wishing to correspond with an incarcerated person may write an email, 2,560 characters in length (approximately 40-single-spaced lines @ 12 fonts). Photographs and drawings may also be shared; each picture/drawing counts as one email and measures approximately 3-3/4” X 5-1/2.” (Refer to Attachments A & B respectively).

There is no limit to the number of email letters, photographs or drawings one may receive. Emails are received real-time and it is estimated to take one day for processing. All mail will be distributed at the same time (electronic and standard). Due to the nature of email, confidential mail, privileged mail and/or legal mail cannot be accepted in this format.

Persons desiring to send an email to someone in jail in Santa Barbara County may do so from any computer by accessing the Secure Mail website and can do so from the privacy of their own home. Payments for this service are made directly to the vendor.

Secure Mail Pricing - Message	
Message Package	Price of Package
1 Message	\$0.65
5 Messages	\$3.00
20 Messages	\$11.00
40 Messages	\$20.00

Secure Mail Pricing - Photo	
Photo Package	Price of Package
1 Photo	\$0.65
5 Photos	\$3.00
20 Photos	\$11.00
40 Photos	\$20.00

The vendor, KCN, collects the revenue from the sales of Secure Mail. The Sheriff's Office, Inmate Welfare Fund will receive a commission. (Refer to Attachment C for fee chart). The money deposited in the Inmate Welfare Fund shall be expended by the Sheriff primarily for the benefit, education and welfare of the inmates confined within the jail. Examples of fund expenditures include, but are not limited to, the Sheriff's Treatment Program, indigent commissary packages, and legal research.

Fiscal and Facilities Impacts:

Budgeted: No **Fiscal Analysis:**

This is a revenue generating contract. There are no expenditures incurred by the Sheriff's Office with this contract. Total KCN sales constitute approximately 20% of the revenue for the Inmate Welfare Fund, or approximately \$265,000. The Santa Barbara County Jail is estimated to receive approximately 2100 messages/photos per month through the use of Secure Mail. With commission rates to the Sheriff's Office of between \$0.20 and \$0.25 per piece of Secure Mail, the revenue to be generated is expected to be about \$500 per month, or \$6,000 per year.

Special Instructions:

Clerk of the Board, Please send an executed copy of this Amendment to the Sheriff's Office, Attention Cathy Dorsey.

Attachments:

First Amendment of contract between Santa Barbara Sheriff's Office and Keefe Commissary Network
Copy of Original contract
Attachment A: Picture Sample
Attachment B: Letter Sample
Attachment C: Service Fees

Authored by:

Tim McWilliams, Custody Lieutenant
Santa Barbara County Sheriff's Office
Custody Support Division

cc: