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be evident on the face of the envelope or mailing container. Information, forms, and the like shall not be considered Privileged Mail.

## V. **POLICY**

Correspondence received shall, if possible, be delivered to the inmate within twenty-four (24) hours of receipt during normal workdays, excluding weekends and holidays. All inmates shall adhere to the procedures listed below. Violations may result in disciplinary charges or referral to appropriate authorities for prosecution.

## VI. **PROCEDURES**

### A. **Outgoing Mail**

1. An inmate may send mail to any addressee, except as provided for in this policy.
2. All outgoing inmate mail shall be processed as follows:
  - a. The mail shall not be sealed and shall contain the name and full return address of the inmate, including the name of the institution; or,
  - b. The mail shall be sealed, subject to being opened by prison staff in order to determine that contraband is not being sent nor any violation of prison rules has occurred or is planned.
  - c. If the mail is opened by prison staff, there shall appear on the envelope or container, language that states this mail has been opened and inspected or read by staff at the (name of the institution).
3. An inmate who is indigent shall receive, upon request, postage and stationary sufficient to send at least two letters, weighing one ounce or less, per week in order to maintain community ties.
4. Mail which does not have the proper return address shall be returned to the sender if the sender can be identified. If the sender cannot be identified, the mail shall be held for thirty (30) days to be claimed by the sender. If not claimed, it may be destroyed.
5. The institution shall stamp the mail envelope or container to identify the institution.

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6. Staff shall advise inmates upon arrival at an institution that their outgoing mail, except Privileged Mail, is subject to being inspected and read, and that any threats, extortion, and the like may result in disciplinary charges or referrals to law enforcement officials.
  - a. Letters placed into the process for mailing shall be done at the inmate's request, who shall assume responsibility for the content of his mail.
  - b. Outgoing mail which contains material that constitutes a violation of prison rules or appears to be a violation of federal or state law, may be rejected for mailing. However, mail shall not be rejected for containing criticism of the institution, its staff, or government officials.
7. The inmate shall affix sufficient postage stamps to the mail to cover the costs of mailing the item.

**B. Incoming Mail**

1. An inmate may receive mail from any sender, except as provided in this policy.
2. All incoming mail, except Privileged Mail, shall be opened and inspected or read to determine if Contraband is enclosed or any violation of prison rules has occurred.
  - a. If an item is removed from incoming mail, staff shall make a written record of the item removed.
  - b. If Contraband is found which is not illegal, notice shall be given to the inmate and the sender. The notice shall indicate the nature of the Contraband and allow the inmate to advise how the item is to be disposed. The inmate may appeal to the Warden the decision not to deliver the item, if done within five (5) days of the notice.
3. Rejected mail shall be handled by one of the following methods:
  - a. If mail is rejected under 2 above, and no appeal is made, or the appeal is denied, the inmate shall have thirty (30) days to indicate a disposition of the item. If not, the Contraband may be destroyed, donated to charity, or utilized for institutional purposes.

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- b. If the rejected mail is to be sent out, the inmate shall secure the necessary costs. If the inmate fails to secure the costs within the thirty (30) days, the item may be disposed of as provided in 3.a. above.
- c. Notwithstanding the provisions of B.2. above, any matter that is received of an unsanitary or non-hygienic nature shall be destroyed upon receipt.

#### C. Privileged Mail

- 1. Privileged Mail shall be opened in the presence of the inmate and inspected for Contraband.
- 2. Privileged Mail shall not be read if the sender is adequately identified on the envelope. In the absence of adequate identification, staff may open and inspect the mail to ascertain whether it is, in fact, Privileged Mail.
- 3. Outgoing Privileged Mail shall be sealed by the inmate and not inspected by staff so long as the inmate has clearly indicated an addressee that meets the definition of "Privileged Mail".
- 4. Privileged Mail shall be recorded as to the date and time of delivery to the inmate. The inmate may be required to sign for receiving Privileged Mail.

#### D. Pornography or Sexually Explicit Materials

- 1. Pornography or sexually explicit material which poses a threat to the security, good order or discipline of the institution may be disapproved for receipt. Exclusion shall not be based upon sexual content alone.
  - a. The Warden shall designate a staff member or members to review incoming publications.
  - b. A list shall not be maintained of what publications shall be rejected at any time they are received.
  - c. Types of materials that may justify rejection include those which depict: homosexuality; sadism; masochism; bestiality; and, sexual acts or nudity with children.
- 2. Rejection shall not be based upon the grounds set forth in D.1. if the material does not pose a threat to any aspect of the institution.

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3. Materials that are sold in public establishments such as drug stores, grocery stores, convenient stores or book stores shall normally be permitted. However, materials that are exclusively found in adult book stores or adult mail order businesses shall be rejected.
4. Photographs or reproductions of sexually explicit acts sent to the inmate from non-publishers or on-line services shall be rejected.
5. Material rejected under Section D shall be held by the appropriate staff and notice of, and the reason for, the rejection shall be given to the inmate. The inmate shall have the same appeal process as set forth in B.3. above. If the appeal is denied, further appeal shall not be allowed.

E. Special Postal Services

1. An inmate may send correspondence by registered, certified or insured mail so long as the inmate pays the necessary costs per postal regulations.
2. Express mail, COD, private carriers, and similar services shall not be provided for outgoing mail.

F. Forwarding Mail

1. Inmates are responsible for informing their correspondents of a change of address.
2. Staff shall forward all first class mail of a transferred or released inmate to the address provided by the inmate. However, if the inmate is on a court trip, hospital stay, funeral visit or the like, that is anticipated to last less than seven (7) days, the mail, except Privileged Mail, shall be held until the inmate returns.
3. Mail forwarded to an inmate that is transferred or released shall continue for thirty (30) days after which his mail shall be returned to the sender, including Privileged Mail.
4. Every effort shall be employed to promptly forward Privileged Mail, but if the inmate is expected to return within forty-eight (48) hours, mail shall be held for the inmate's return.
5. All Privileged Mail returned to the sender shall have noted on the face of the envelope the reason for returning it or the last known whereabouts of the inmate.

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G. Publishers Only

1. An inmate shall not be permitted to receive publications from non-publishers. Magazines, books, religious materials, and the like shall be mailed, prepaid by publishers or authorized distributors.
2. Inmates who receive materials from a non-publisher may donate them to the prison chapel, library, or other appropriate recipient.

H. Other Prohibited Mail

Outgoing or incoming mail may be rejected, in addition to other provisions of this policy, if it falls into any of the following:

1. The mail contains threats of physical harm against any person or threats of criminal activity.
2. The mail contains plans to smuggle Contraband into or out of the institution.
3. The mail contains information to formulate escape plans or to commit a crime or to violate a prison rule.
4. The mail contains solicitation of gifts, goods, money or things of value from individuals or entities other than family or established close friends.
5. The mail contains a code or gang insignia.
6. The mail contains obscene language or drawings.
7. The mail contains any information which, if communicated, would create a threat to the security of the institution.
8. The mail constitutes free advertising material, fliers, and other bulk rate mail except that received from a recognized religious organization sent in care of the institutional chaplain. This mail may be discarded upon receipt.
  - a. Inmates may order catalogs and the like by paying the distributor to mail it by first or second class postage.
  - b. This prohibited mail shall not be applicable to catalogs or magazines that are subscribed to by the inmate.

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I. Returned Mail

1. Undelivered mail shall be opened and inspected for Contraband prior to it being returned to the inmate sender.
2. Staff shall determine if returned mail contains material that originated from the inmate identified on the envelope in order to insure that no substance, material or property is being improperly sent into the institution. Further, staff shall determine, to the extent possible, that the mail has not been opened or tampered with before its return to the institution.
3. Returned Privileged Mail shall be opened and inspected for Contraband in the inmate's presence.

J. Inmate to Inmate Correspondence

1. Inmates shall not be allowed to mail correspondence to each other unless approved by the Warden for intra-institutional mail or the Wardens at both institutions for regular mail.
2. Notwithstanding J.1. above, inmates who are related as spouses, parent-child, parent-step-child, grandparent-grandchild or siblings, as verified in the presentence investigation report, may be permitted to correspond with the understanding that their mail shall be subject to inspection and read.
3. Notwithstanding J.1. above, institutions which do not allow legal aides to visit segregation inmates, shall allow legal documents to be exchanged, but not personal correspondence.
  - a. Staff may review correspondence to determine that legal pleadings are being exchanged, but shall cease to review the documents upon determining that they are an authentic legal matter.
4. Inmates who are permitted to correspond with each other under this policy and who have been determined to have abused the restrictions as stated or violate institutional rules regarding this privilege, shall not be permitted to continue to correspond without the specific permission of the Warden or Wardens.

K. United States Postal Service

Notwithstanding other provisions of this policy, directives received from the United States Postal Service shall be followed.