



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI:	SECURITY
Number:	4070.4D
Date:	March 9, 2010
Supersedes:	4070.4C (11/12/2009)
Subject:	Inmate Correspondence and Incoming Publications

1. **PURPOSE AND SCOPE.** To establish procedures governing the collection, distribution, and inspection of mail and the sending and receiving of mail for inmates within the DC Department of Corrections (DOC).
2. **POLICY**
 - a. It is DOC policy to allow inmates to freely communicate or correspond with persons or organizations.
 - b. DOC may read, censor or reject incoming and outgoing correspondence when there is a reasonable belief that such action is necessary for reasons of public safety, to abide by law and/or postal regulations and to maintain order and security within DOC. Subject to security interests, DOC shall notify an inmate in writing when withholding/ censoring/rejecting incoming or outgoing mail in part or in its entirety.
 - c. Inmate mail, both incoming and outgoing, may be opened to intercept cash, checks and money orders and inspected for contraband.
 - d. Inmates may send sealed letters to a specified class of persons and organizations, including but not limited to the courts, legal counsel, DOC officials, state and local officials and grievance systems administrators.
 - e. Pursuant to guidelines set forth herein, staff shall inspect incoming legal mail and may inspect outgoing legal correspondence. Staff shall inspect legal correspondence while in the inmate's presence.
 - f. Mail shall be held, stored, and handled in a secure manner which is intended to prevent theft, tampering, delay, or other interference.
3. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Inmates shall be able to maintain ties with their families and the community.

- b. Inmates shall have access to the courts and counsel.
- c. Inmates shall be able to communicate or correspond with persons or organizations, subject only to the limitations necessary to maintain security and order.

4. DIRECTIVES AFFECTED

a. Directives Rescinded

None

b. Directive Referenced

- 1) PS 1280.2 Reporting and Notification Procedures for Significant Incidents/Extraordinary Occurrences
- 2) PS 1340.2 Media Relations
- 3) PM 2920.5 Emergency Response and Evacuation Plan
- 4) PS 4020.1 Inmate Orientation Program
- 5) PS 4030.1 Inmate Grievance Procedure (IGP)
- 6) PS 4050.1 Inmate Property
- 7) PM 4160.3 Attorney-Client Relation
- 8) PS 5010.3 Contraband Control

5. AUTHORITY

- a. 18 USCS, § 1341, Frauds and Swindles - US Postal Services
- b. 18 USCS § 1342. Fictitious name or address – US Postal Services
- c. Turner v. Safely, 482 U.S. 78 (1987)
- d. D.C. Code § 24-11.02, Powers; Promulgation of rules

6. STANDARDS REFERENCED

- a. American Correctional Association Performance-Based Standards for Adult Local Detention Facilities, (ACA) 4th Edition: 4-ALDF-2A-27, 4-ALDF-2A-60, 4-ALDF-5B-05, 4-ALDF-5B-06, 4-ALDF-5B-07, 4-ALDF-5B-08, 4-ALDF-5B-09 and 4-ALDF-5B-10.

7. NOTICE OF NON-DISCRIMINATION

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
- b. DOC prohibits discrimination against inmates based on race, religion, national origin, gender, sexual orientation or disability when making administrative decisions in providing access to programs and/or services.

8. INMATE MAIL PRIVILEGES

- a) Except as prohibited or otherwise restricted in this directive, an inmate may correspond with the public, the media, his/her attorney(s), the courts and public officials.
- b) Inmates in administrative segregation and special management units shall be able to write and receive letters on the same basis as inmates in the general population.
- c) Pursuant to ¶12 of this directive, inmates may receive funds.
- d) An inmate at his/her own expense may send and receive an unlimited number of letters. There will be no limit on the volume of letters he/she can receive or on the length, language, content, or source of mail or publications, except when there is reasonable belief that limitation is necessary to protect public safety or maintain facility order, safety and security.
- e) Inmates may purchase writing materials and stamps through the inmate canteen.
- f) Inmates may receive plain writing paper and no more than twenty (20) stamps through the mail. The writing paper must fit in a 9"x12" envelope.
- g) DOC shall not accept envelopes mailed to inmates for use in future correspondence.
- h) Inmates who maintain \$10.00 or less in their account during the entire thirty (30) day period prior to the request for postage assistance, may mail two (2) standard postage-free letters per week.

- i) Indigent inmates may mail two (2) “*Postage Free*” legal correspondences per month to individuals and organizations such as the courts, legal counsel, law enforcement, federal and local authorities, embassies, news media representatives and public/private social service agencies. All requests to mail legal “*Postage Free*” legal correspondence must be submitted to the law library.
- j) Inmates may have access to publications as outlined in §14 of this directive.

9. MAIL RESTRICTIONS

- a. *US Postal Service.* DOC shall only accept letters and approved publications mailed to inmates via the US Postal Service.
- b. DOC shall only accept certified or registered mail addressed to inmates when the envelope is clearly marked as being from a government, official or legal source.
- c. DOC shall document, return to sender or otherwise appropriately dispose of items that do not comply with specifications in this directive (Attachment B)
- d. *Inmate-to-Inmate Correspondence*
 - 1) *DOC Internal Mail System.* Inmates are prohibited from corresponding with other inmates in the CDF through the DOC internal mail system.
 - 2) *US Postal Service.* Inmates are prohibited from corresponding with other inmates in CDF, DOC contract facilities or another jurisdiction through the US Postal Service *unless the inmate obtains prior written approval* from the Warden of the CDF, contract facility or other jurisdiction.
 - a) Inmates shall submit an Inmate Request for this privilege through the assigned Case Manager.
 - b) The Case Manager shall conduct a JACCS inquiry to determine if the requesting inmate has a court ordered or DOC imposed separation from the other inmate or there is any other reason set forth in this directive that would preclude correspondence privileges (Attachment A).
 - c) Upon the Warden’s approval, the Deputy Warden for Programs or designee shall forward the request to correspond to the Warden at the facility where the other inmate is housed.

- d) Upon receipt of the notice of approval or rejection, the Deputy Warden for Programs shall issue notice to the Case Manager and forward a copy to the Mailroom.
 - e) The Mailroom shall maintain the database of approvals and rejections.
 - f) The Mailroom shall query the database whenever the envelope is addressed to an inmate at another correctional facility.
 - g) The Mailroom shall return correspondence to the sender when there is no written prior approval.
- e. *Correspondence between Inmates and Employees.* DOC prohibits correspondence between an inmate and a current or former employee, a current or former volunteer, or a current or former contract employee except with the written approval of the Warden.
- f. *Request To Block Inmate Correspondence*
- 1) Inmates shall not write to an individual who has made a written request to the CDF Warden to prohibit the inmate from corresponding.
 - 2) The CDF Warden or designee, and the Mailroom staff shall maintain a list of individuals who request correspondence restrictions.
 - 3) Mailroom staff shall return correspondence to the affected inmate along with written notification to cease corresponding with the complainant.
- g. *Fraudulent or Other Illegal Use of the Mail System*
- 1) Inmates are prohibited from falsely identifying himself/herself as an employee, agent or representative of DOC;
 - 2) Inmates are prohibited from using any DOC or DOC contract facility address or mail system in order to conduct business or illegal enterprises or for any other fraudulent purpose; and
 - 3) Inmates are subject to discipline pursuant to PM 5300.1 *Inmate Disciplinary and Administrative Hearings* for violation of requirements herein and may be subject to criminal prosecution for violation of federal and local law regarding illegal use of the US Postal Service system.

h. *Prohibited Mail Items*

- 1) Padded or Bubble-Wrap Envelopes. Only paper envelopes are accepted. However, the Mailroom shall accept the letter and any approved contents and destroy the padded/bubble-wrapped envelope.
- 2) *Cash, Personal Checks And Non-Government Payroll Checks.* DOC shall return cash, personal checks, private-industry payroll checks to the sender pursuant to guidelines set forth in ¶12 of this directive. DOC may upon receipt of government subsistence checks and as required by law, provide written notification to the affected agency that the inmate is incarcerated.
- 3) Photos are prohibited as follows:
 - a) Polaroid or other photos that contain plastic or any other synthetic backing;
 - b) Photographs that contain/portray nudity, exposure to the female or male genitalia or other sexually explicit subject matter;
 - c) Photographs that display cash, alcohol, drugs and drug paraphernalia;
 - d) Photographs that depict acts of violence or promoting illegal activity against another person(s); to include gang related materials, gestures and insignia;
 - e) Photographs that display weapons, weapons in use against others, showing weapons aimed in the direction of another person or; and
 - f) Photographs that depict or imply physical violence, terrorist activity or physical resistance to governing authorities;
 - g) Photographs of crime scenes unless through legal mail;
 - h) Photo negatives/slides;
 - i) Photos of current or former employees;
 - j) Photos that are glued, taped, stapled, or otherwise affixed to a page
- 4) Battery-operated greeting cards.
- 5) Letters that contain decorative stamps, ribbons, bows, mirrors, or stickers on the envelopes or contents.

- 6) Electronic documents including but not limited to CD, DVD, MP3, cassette, video and audio tapes.
- 7) Correspondence that concerns and/or attempts to send contraband into or out of any DOC operated facility.
- 8) Mail containing a foreign substance which prevents an effective search or which contains an unknown substance. If the substance is suspected of being a controlled substance, the mail shall be turned over to the security department.
- 9) Personal identifying information (e.g. birth certificate, social security number, driver's license number, etc.) of individuals other than the inmate/resident's and his/her immediate family.
- 10) Correspondence from DOC inmates that concerns and/or attempts to send, receive, solicit or contain money orders or any other items of value from other inmates or from relatives or visitors of other inmates.
- 11) Correspondence or documents that indicate the inmate is entering into a contract or engaging in a personal enterprise/business.
- 12) Junk mail to include, but not be limited to, pamphlets, ads and leaflets.
- 13) Materials, publications or correspondence that contain:
 - a) Threatening messages, plans for escape or other criminal activity
 - b) Creates a substantial danger to the emotional or mental health of the inmate;
 - c) Gang related materials including but not limited to gestures, symbols, codes and insignia;
 - d) Deviate sexual behavior, these materials include, but are not limited to, pictures, drawings, or photographs which display or suggest vaginal, rectal, or oral penetration by a person or object, ejaculation, bondage, bestiality, sadistic or masochistic behaviors, child pornography, or the suggestion of child pornography;
 - e) Obviously coded messages or is written in such a incomprehensible format that the message appears coded;
 - f) Obscene drawings, pictures and materials;
 - g) Photographs that display cash, alcohol, drugs and drug paraphernalia;

- h) Maps or illustrations of the DOC facility or other government agency floor plans, maps of the District of Columbia or surrounding areas; and
 - i) Publications that have hardback covers.
- 14) When correspondence is rejected, the Mailroom shall notify the sender and the intended inmate in writing of the rejection and the reasons for rejection. Mailed items that are rejected and are in excess of (\$10) in value may be held for no longer than ten (10) business days for the sender, with identification, to retrieve. DOC shall give notice that the sender and the inmate may appeal the rejection to the Deputy Director.
- 15) However, when rejected correspondence contains plans for or discussion of commission of a crime or evidence of a crime, DOC shall refer the matter to appropriate law enforcement authorities and the sender and intended inmate shall not be notified.
- 16) DOC shall confiscate and appropriately dispose of contraband items that inmates attempt to mail in accordance with DOC policy.
- i. *Inmate Property Allowance Restrictions.* Inmates are subject to limits on the amount of personal property, to include legal materials, correspondence, papers, books, magazines and photographs as prescribed in PS 4050.1 *Inmate Property.*

10. MAIL EXAMINATION, SEARCH AND CENSORSHIP

- a. Examination and Search
 - 1) Mailroom staff shall open mail to intercept cash, checks, money orders and contraband.
 - 2) Pursuant to PS 5009.2A *Searches of Inmates Housing Units, Work and Program Areas* and PS 5010.3 *Contraband Control*, DOC shall use narcotic detection dogs to search DOC mail. Staff shall conduct K-9 searches as often as necessary to control and eliminate the possession of illegal drugs.
 - 3) Contraband
 - a) Minor Contraband. The Mailroom may return items to the sender or dispose of miscellaneous items valued at less than ten dollars pursuant to PS 5010.3 *Contraband*. Examples of such items include but are not limited to newspapers and magazines not sent directly from the publisher, telephone calling cards, chewing gum, pencils, pens and jewelry.

- b) Major Contraband. The Mailroom shall confiscate and place major contraband in the safe and immediately contact the CDF Security Office. Security staff shall collect the contraband and follow procedures as set forth in PS 5010.3 *Contraband*. Major contraband may consist of but not be limited to narcotics, chemicals and other illegal substances, knives, tools or metal substances, smoking materials and/or tobacco products, and cell phones parts/accessories.
 - 4) Suspicious Packages. Mailroom staff shall follow procedures outlined in PS 2920.5 *Emergency Response and Evacuation* for suspicious mail. Suspicious mail may include letters unusual in appearance or appear different from mail normally received or sent by the individual; letters postmarked in a city or state that is significantly different from the return address; or the letter is leaking (to include powdery substances), stained or emitting a strange or unusual order.
- b. Censorship and/or Rejection
- 1) Mailroom staff and designated security staff may read and recommend censorship or rejection of mail based upon legitimate facility interests of order and security and lawful activity. Such may include but not be limited to:
 - a) Plans for sending contraband in or out of the facility;
 - b) Plans for criminal activity;
 - c) Terrorism information;
 - d) Gang related materials such as codes and/or symbols;
 - e) Instructions for manufacture of weapons, drugs or drug paraphernalia, or alcoholic beverages;
 - f) Threat(s) of blackmail or extortion;
 - g) Plans for escape or unauthorized entry or information or maps which might aid in an escape;
 - h) Code(s) that is not understood by the reader;
 - i) Plans for activities in violation of facility rules;
 - j) Information that if communicated, would create a serious danger of violence and/or physical harm to a human being; or
 - k) Other material that would if communicated, create a serious danger to the security of the facility.

- 2) Mail written in a foreign language that can not be interpreted by institutional staff to the extent necessary to conduct an effective search may be subject to a delay for translation of its contents.
- 3) If it is determined that only a portion of the correspondence meets the above criteria, that portion will be redacted or retained and the rest forwarded to the inmate.
- 4) The Deputy Director shall review the recommendation to determine if there are sufficient grounds to withhold and/or censor the mail; determine that the correspondence being withheld/censored is no more extensive than necessary to meet criteria for censorship; and correspondence being withheld/censored is done so in accordance with established policy.
- 5) DOC shall maintain a copy of the original correspondence.
- 6) Subject to legitimate security concerns, DOC may notify the inmate in writing when censoring and/or withholding mail in part or full. Notice shall include the reason for the actions and advise the inmate of any appeal process.
- 7) In each case where it is deemed necessary to censor and/or reject a particular letter/correspondence DOC shall document:
 - l) The inmate's name and DCDC number;
 - m) Sender's name and address;
 - n) Date the letter was received, censored and/or rejected;
 - o) The reason for censoring and/or rejecting the letter; and
 - p) The employee's signature.

c. Mail Fraud

- 1) Staff shall pursuant to PS 1280.2C *Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences*, forward information or evidence of suspected mail fraud encounters or other illegal activity or use of the mail system through the chain-of-command to Office of Internal Affairs (OIA) for investigation.
- 2) OIA shall report incidents of actual mail fraud shall be reported to US Postal Officials in accordance with federal laws, 18 USCS §1341 and 18 USCS §1342.

11. INCOMING MAILROOM PROCESSING

- a. The Mailroom shall process incoming and outgoing mail within twenty-four (24) hours, excluding weekends and holidays. Reasonable delays may occur during the Christmas holiday and Valentine's Day.
- b. Mailroom or designated support staff shall compare the inmate's name and DCDC number against the JACCS database and write the inmate's housing unit and cell number on the envelope.
- c. With the exception of legal correspondence, Mailroom staff shall open all letters prior to taking them into secure sections of the CDF.
- d. Mailroom staff must be sensitive to the fact that information in correspondence is of a private nature and must be handled discreetly. Unless there is a legitimate concern relating to the facility's security, safety, or orderly operation, the contents of reviewed correspondence are not to be revealed to any other person.
- e. When reviewing correspondence, disagreement with the sender/receiver's apparent moral values, attitudes, or choice of words will not be used as a reason for withholding or delaying correspondence.
- f. The CDF mail transport officer shall deliver mail to the CDF Command Center Monday through Friday, except holidays or emergency situations.
- g. Staff shall inspect legal mail pursuant to ¶ 13 of this directive.
- h. No correspondence, printed material, inmate personal property, or money may be hand delivered to inmates by visitors. The Warden or designee may allow attorneys of record to hand deliver privileged mail directly to the inmate, subject to approval and examination for contraband.
- i. Disposable gloves will be provided for employees to use while inspecting/reviewing correspondence.

12. PROCESSING MONEY ORDERS AND AUTHORIZED CHECKS

- a. DOC shall only accept money orders, US or local/state government checks and cashiers checks that are mailed to the CDF for deposit in an inmate's personal account. DOC also accepts Western Union electronic money transfers.
- b. Mailroom staff shall stamp notice to an inmate's envelope when a money order or government check was included in the inmate's mail (Attachment C). Mailroom staff shall on the envelope, include the amount of the money order/ government check, the date received and signature of the employee who logged the deposit in JACCS.

- c. Upon logging the deposit in JACCS, mailroom staff shall take money orders and government checks to the Inmate Finance Office by the close of business of each working day Monday through Friday.
- d. Upon receiving money orders and authorized government checks from Mailroom staff, the Inmate Finance Staff shall post the amount to the individual inmate's account within two (2) business days.
- e. *Cash Received Through the Mail*
 - 1) When cash is received in correspondence, mailroom staff shall countersign receipt to include the amount and bill denominations. A photocopy of the cash will be made and be attached to the receipt.
 - 2) Mailroom staff shall make written notification to the Deputy Director or designee.
 - 3) Mailroom staff shall return cash to the sender with written notice that cash is not acceptable.
 - 4) Cash monies with no return address or were obviously hidden in the mail shall be deposited into the inmate welfare fund. In those cases, a detailed description and photograph of the method used to conceal the money shall be made, and an explanatory letter will be provided to the sender and the inmate.
 - 5) Any discrepancies or failure by staff to comply with the procedures outlined herein shall immediately be reported to the Deputy Director or designee.
- f. *Western Union Electronic Money Transfers*
 - 1) Individuals may transfer funds to individual inmate accounts as follows. Western Union may collect a fee for each transfer. DOC shall post notice of procedures for electronic funds transfer.
 - a) *Internet.* Using a credit or debit card www.westernunion.com/corrections;
 - b) *Phone.* Using a credit or debit card at 1-800-634-3422; or
 - c) *Walk-In Cash Payment.*
 - 2) The individual must provide the following information to transfer money at any participating agent location, by phone or online.
 - a) Pay to: DCDOC
 - b) Code City: DCGOV

- c) State: DC
- d) Sender's account#: Include the inmate DCDC# and inmate Last Name.

13. INCOMING LEGAL MAIL

- a. Inmates/residents will be allowed to send/receive confidential correspondence with the following special correspondents:
 - 1) State and federal elected officials;
 - 2) State and federal officials appointed by the Governor;
 - 3) State and federal official appointed by the President of the United States;
 - 4) State and federal judges and courts;
 - 5) Attorneys who can be verified as licensed to practice law in any state;
 - 6) City, county, state, and federal officials having responsibility for the inmate/resident's present, prior, or anticipated custody, parole, or probation supervision;
 - 7) County agencies regarding child custody proceedings;
 - 8) Officials of a foreign consulate;
 - 9) Verified legal service providers/organizations (e.g. American Civil Liberties Union, Prison Law Office, National Association of Criminal Defense Lawyers, etc.);
- c. Mailroom staff shall process and deliver to CDF all legal mail within twenty-four (24) hours of receipt, excluding weekends, holidays and emergency situations.
- c. Incoming correspondence shall bear the sender/agency official name and address on the envelope. Correspondence with a public official using an address different than the official's business address will be returned.
- d. Housing unit staff delivering legal mail to the inmate shall document in the designated housing unit legal mail log book:
 - 1) The date and time the mail was received;
 - 2) The name and DCDC number of the addressee;
 - 3) The name of the sender
 - 4) The date and time the mail was delivered to the inmate; and
 - 5) Signatures of the inmate and the staff member delivering the legal mail.

- e. Incoming legal mail shall be opened and inspected in the inmate's presence and examined for contraband and other items. In the absence of adequate identification, staff may open and read the mail to the limited extent necessary to determine its legitimacy and ascertain whether it is, in fact, legal mail
- f. If staff observes that incoming correspondence is not legal mail as set forth in this directive, they shall notify the Warden for further disposition.
- g. Any mail which has papers that are bound together by metal clips shall be disassembled by removing the metal clip.

14. **INCOMING PUBLICATIONS**

- a. All newspapers and publications must be mailed directly from the original source. The original source shall include, but is not limited to, the publisher, bookstore, book club, and official authorized distributor.
- b. Books received from an authorized distributor must have a soft cover. No hard back books shall be accepted by Mailroom staff.
- c. Inmates may purchase publications, except for those that promote but are not limited to the following:
 - 1) Provide instruction for the manufacturing of explosives, drugs, or other unlawful substances;
 - 2) Illustrate the making of weapons, alcoholic beverages, and or narcotic substances;
 - 3) Advocate violence or gang activity;
 - 4) Have demonstrably caused violence or other serious disruptions of institutional security;
 - 5) Advocate racial, religious, or national hatred; and
 - 6) Contain sexually explicit material, nudity or pornographic material.
- e. Mailroom staff shall scrutinize publications for contraband and obscene content.
- f. DOC shall maintain and periodically update the list of publications that are banned for distribution.
 - 1) The Mailroom shall hold publications containing questionable content and by the next business day, contact the Deputy Director or General Counsel for determination.

- 2) An inmate shall be notified that a publication is disapproved, and the inmate shall be told the reason that the publication was disapproved.
- g. Upon release or transfer to another facility/jurisdiction, publications may not necessarily be forwarded to the inmate. It is the inmate's responsibility to notify publishers about a change in their address.

15. MAIL DELIVERY

- a. The #3 Shift Commander shall ensure mail is distributed to the appropriate Housing Unit Officers-in-Charge (OIC) at roll call.
- b. Each OIC shall ensure mail is distributed to inmates before the tour of duty ends.
- c. At no time shall mail be distributed by an inmate or be accessible to any inmate other than the addressee.
- d. Staff shall not leave correspondence on beds or in cell doors.
- e. Inmates are responsible for notifying their correspondents upon transfer to another facility or jurisdiction.
- f. The housing unit OIC shall conduct a locator query in JACCS when an inmate has moved from the unit prior to mail delivery. If the inmate remains at the CDF, the OIC shall deliver the mail to the housing unit location of the inmate. If the inmate has been released or transferred to another facility, the OIC shall indicate the location on the envelope and deposit the correspondence in the inmate out-going mail box for return to the Mailroom.
- g. The Mailroom shall return the correspondence to sender if the inmate was transferred to an out-of-state or federal facility or if the inmate was released, forward it to the inmate's last recorded address. The Mailroom shall forward mail to inmates transferred to the CTF or a local community correctional center.

16. OUTGOING MAIL

- a. Case Managers shall inform inmates at Intake Orientation that letters they are sending through the US Postal Service are placed there at the inmate's request and the inmate shall assume responsibility for the contents of each letter. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws. When such material is discovered, the inmate may be subject to disciplinary action, the written material may be copied and all material may be referred to the appropriate law enforcement agency for further disposition.

- b. DOC shall not mail “bill-me-later” subscription requests from inmates to newspapers or publications.
- c. Each inmate shall include the following information on each envelope when sending mail.
 - 1) His/her name as appearing on the judgment and commitment order,
 - 2) His/her DCDC number,
 - 3) CDF address printed in a legible manner on the upper left corner of the envelope.
- d. Mailroom staff shall open envelopes not bearing this information and return it to the inmate sender when identity is certain or destroy it when the Mailroom cannot establish the sending inmate’s identity.
- e. The inmate shall affix sufficient postage to all outgoing non-legal mail.
- f. Inmates shall deposit mail in the designated mail box in the housing unit.
- g. The CDF transport officer shall deliver inmate correspondence to the Mailroom Monday through Friday, except holidays and emergency situations.
- h. When the Mailroom receives mail without postage, staff shall run the JACCS query for inmates who meet indigence criteria. Mailroom shall return letters with written notice to inmates when they are ineligible for postage free non-legal correspondence.
- i. Legal mail shall receive priority processing and mailing.
- j. Staff shall not open, inspect or censor outgoing legal mail.
- k. The inmate shall include the agency’s name and/or individual’s name and address. Upon reasonable suspicion, DOC may within forty-eight (48) hours, verify that the intended recipient meets established criteria for legal correspondence.
- l. Staff in the presence of the inmate, may be allowed to inspect outgoing privileged mail for contraband before it is sealed.

17. **INMATE APPEAL PROCESS**

- a. The sender may appeal to the Deputy Director when correspondence from them is rejected/returned, withheld or censored.

- b. An inmate may appeal a decision that results in mail being withheld or censored by filing a grievance in accordance with PS 4030.1 *Inmate Grievance Procedure (IGP)*.
- c. An inmate may appeal a decision that results in the disapproval of a publication by filing a grievance in accordance with PS 4030.1 *Inmate Grievance Procedure (IGP)*.
- d. When the IGP Coordinator advises the Mailroom that the inmate has filed an appeal, Mailroom staff shall hold all questionable correspondence/ publication until the grievance process is completed.
- e. If the inmate chooses not to appeal, the publication shall be returned to sender or the censored materials shall be disposed of.
- f. If a decision to deny publication or censorship is reversed via the grievance process, the Deputy Director shall instruct Mailroom to forward the publication/ correspondence to the inmate within one business day of notification of the final decision of the grievance.


Devon Brown
Director

Attachments

Attachment A	Request to Correspond - Inmate to Inmate
Attachment B	Mail Room Correspondence Memorandum
Attachment C	Money Receipt Stamp