


Idaho Department of Correction 	Standard Operating Procedure Division of Prisons Operational Services	Control Number: 402.02.01.001	Version: 5.2	Page Number: 1 of 14
		Title: Mail Handling in Correctional Facilities		Adopted: 1-1-1991 Reviewed: 10-28-2010 Next Review: 10-28-2012

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BOARD OF CORRECTION IDAPA RULE NUMBER 402

[Correspondence with Inmates](#)

POLICY STATEMENT NUMBER 402

[Offender Mail](#)

POLICY DOCUMENT NUMBER 402

[Offender Mail](#)

DEFINITIONS

[Standardized Definitions List](#)

Contraband: Any thing--of any kind--that is prohibited by Board, Department, or facility rules, policies, directives, or standard operating procedures. Contraband also includes any thing--of any kind--that a facility head has not approved (1) for possession by an offender or (2) to bring into a facility or onto Department property.

Indigent Offender: An offender whose offender trust account balance has (1) been less than the current price of a franked, first-class envelope available through the commissary, and (2) had no deposits, for 30 consecutive days.

Legal Mail: Confidential communication directly between (1) an offender and an attorney (for the purposes of seeking or providing legal services only), (2) an offender and the court, (3) opposing parties for service of documents (pursuant to court rules), or (4) third parties for service of documents (pursuant to court rules).

Statehouse Mail: The internal mail system for the State of Idaho that does not require postage.

PURPOSE

The purpose of this standard operating procedure (SOP) is to establish guidelines for ensuring offender mail handling and delivery processes are managed consistently throughout Idaho Department of Correction (IDOC) correctional facilities.

SCOPE

This SOP applies to all IDOC correctional facilities, correctional facility staff, and offenders.

Control Number: 402.02.01.001	Version: 5.2	Title: Mail Handling in Correctional Facilities	Page Number: 2 of 14
---	------------------------	--	--------------------------------

RESPONSIBILITY

Facility Heads

Facility heads are responsible for the following:

- Implementing and ensuring that the guidelines are followed in their facilities; and
- Ensuring that mailroom officers receive training (and annually thereafter) on institutional mail procedures before assuming mailroom duties.

Correctional Facility Staff

Correctional facility staff, at all levels of the mail handling and delivery system will ensure that mail is delivered intact to offenders and is not tampered with, except as necessary to determine compliance with this SOP.

Table of Contents

GENERAL REQUIREMENTS	3
1. Goals for Institutional Mail	3
2. Authorized Items	3
3. Prohibited Use of Mail	4
4. Prohibited Items	5
5. Prohibited Sexually Explicit and Pornographic Material	6
6. Prohibited Outgoing Mail	6
7. Outgoing Mail Process	6
8. Outgoing International Mail	7
9. Outgoing Confidential Mail	7
Procedural Steps for Sending Confidential Mail	8
10. Offender-to-Offender Correspondence	9
11. Probationer and Parolee Correspondence with IDOC Offenders	9
12. Indigent Offenders	10
13. Statehouse Mail	10
14. Internal IDOC Mail System	10
15. Incoming Mail	10
16. Incoming Confidential Mail	11
17. Publications	11
18. Incorrectly Addressed Incoming Mail	11
19. Correspondence Courses and Materials	11
20. Transfers within the IDOC	12
21. Release from an IDOC Correctional Facility	12

Control Number: 402.02.01.001	Version: 5.2	Title: Mail Handling in Correctional Facilities	Page Number: 3 of 14
---	------------------------	--	--------------------------------

22. Contraband	12
23. Monitored Mail List	13
24. Staff Mail	13
25. Legal Mail.....	14
REFERENCES.....	14

GENERAL REQUIREMENTS

1. Goals for Institutional Mail

It is important that each offender be allowed to communicate with family and friends and have the opportunity to explore ideas, information, and concepts originating outside the institution. It is equally important that the IDOC fulfill its duty to protect the public.

The IDOC fulfills this duty by maintaining a safe and orderly environment while promoting the rehabilitative process. The goals of the IDOC for institutional mail include, but are not limited to:

- Maintaining family and community ties;
- Providing communication with courts and legal counsel;
- Sustaining a safe environment not compromised by the introduction of contraband;
- Preventing offenders from tracking protective custody offenders or notifying other offenders of their location or obtaining information regarding sex offenders, sex offender register, information related to the crime or sentence of another offender, emergency plans, command structures, or similar information that could threaten the safety and security of offenders or the operation of IDOC correctional facilities;
- Preventing escape;
- Reducing the risk of incarcerated offenders committing criminal acts;
- Protecting offenders' relatives, friends, staff, and the public from coercion and harassment;
- Limiting offender access to information that could jeopardize institutional safety and security;
- Preventing the distribution of materials that could incite sexual assaults, offender disorder, or other violence;
- Reducing the ability of offenders to form prison gangs or security threat groups; and
- Preventing the introduction of materials that would adversely affect treatment efforts.

2. Authorized Items

- General correspondence.
- New or used books from a book store or publisher.

Control Number: 402.02.01.001	Version: 5.2	Title: Mail Handling in Correctional Facilities	Page Number: 4 of 14
---	------------------------	--	--------------------------------

- New magazines, newspapers, and other publications such as monthly or daily calendars, journals, etc. that are mailed from the publisher or bookstore (items must meet the standards described in [section 3](#), [section 4](#) and [section 5](#)).
- Items such as catalogs, college information, newsletters, etc. that have a typical IDOC address that includes the offender's name, IDOC number, facility, housing unit, etc. Such mail that contains a typical IDOC address, but is no longer current will be handled in accordance with [section 18](#).
- Greeting cards eight inches (8") x ten inches (10") or smaller and must not be padded, laminated, multilayered, or musical.
- Up to 20 loose photographs five inches (5") x eight inches (8") or smaller, except instant photographs with layers (e.g., 'Polaroid type' photographs), which are not allowed. Images printed on copy-grade paper stock are not considered a photograph.
- Cashier checks, money orders, refund checks from vendors, State of Idaho drafts, and US Treasury checks, which will be credited to the offender's trust account. Must have the sender's name and address printed on the envelope.
- Letter-size photocopies, including computer-generated documents are subject to the limitations regarding the amount of allowable property and the prohibition against storing case law as excess legal material described in SOPs [320.02.01.001](#), *Property: State-issued and Offender Personal Property*, and [405.02.01.001](#), *Access to Courts*.

3. Prohibited Use of Mail

Offenders are prohibited from using the mail for the following:

- Receiving any contraband or anything of an illegal or threatening nature;
- Soliciting or accepting any publication or item which has not been paid for in advance;
- Obligating themselves or others to time payments;
- Joining or participating in book, record, tape, or CD clubs, either personally or via a third party;
- Soliciting or accepting anything of value without written approval of the facility head (or designee);
- Sending any item other than correspondence (written mail) out of the institution without the written approval of the facility head (or designee);
- Sending or receiving mail for another offender (i.e., a third party);
- Sending or receiving mail with coded messages;
- Information related to the crime or sentence of another offender;
- Directing or conducting any business operations, except as necessary to protect real property or close out a business;
- Receiving mail delivered collect-on-delivery (COD);

Control Number: 402.02.01.001	Version: 5.2	Title: Mail Handling in Correctional Facilities	Page Number: 5 of 14
---	------------------------	--	--------------------------------

- Sending mail by COD; and
- Sending mail via any provider other than the U.S. Postal Service (e.g., United Parcel Service [UPS] or Federal Express [FedEx]).

4. Prohibited Items

Items prohibited include, but not limited to, the following:

- Items in a letter or package not authorized by policy or SOP.
- Packages without prior authorization.
- Publications or items that describe the manufacture of weapons, bombs, explosives, alcohol and drugs, drug paraphernalia, or escape materials.
- Role-playing games and related materials.
- Information related to the crime or identity of another offender.
- Promotional items such as fragrance packs, CDs, computer software, stickers, handbags, T-shirts, baseball caps, in publications, magazines, periodicals etc. (Promotional items will be destroyed and the publication will be forwarded so that the mail process is not delayed.)
- Junk mail (mail that does not contain a typical IDOC offender mailing address [offender's name, IDOC number, facility, housing unit, etc.] and is similar to the following examples: direct marketing, mass mailings, sales flyers, credit card applications, coupons, etc.). Junk mail will be destroyed.
- More than one (1) subscription to the same periodical, magazine, etc.
- Publications or items evidencing gang involvement or activities (enemy lists, constitutions, structures, codes, signs, symbols, photographs, drawings, training material, clothing, etc.).
- Publications or items advocating that any ethnic, racial, or religious group is inferior or that make such groups an object of ridicule and scorn. However, no publication will be withheld solely because of its appeal to a particular ethnic, racial, or religious group.
- Publications or items that encourage violence between the recipients and members of another group.
- Publications not mailed directly from the publisher or a bookstore.
- Clippings from magazines, books, or newspapers.
- Postage stamps or envelopes. Postage stamps are allowed at community work centers (CWCs) if the CWC does not have commissary service.
- Greeting cards that are padded, laminated, multilayered, musical, or larger than eight inches (8") x ten inches (10").
- Photographs larger than five inches (5") x eight inches (8") and instant photographs (e.g., 'Polaroid type' with layers). Photocopies are not photographs and may be on standard 8.5" x 11" paper.

Control Number: 402.02.01.001	Version: 5.2	Title: Mail Handling in Correctional Facilities	Page Number: 6 of 14
---	------------------------	--	--------------------------------

- Hardback books. (See note box below for further details.)

Note: A hardback book legitimately obtained and in an offender's property before October 1, 2010 will be allowed. Facility heads can make exceptions on an individual basis for educational or religious hardback books that are not available in paperback or soft cover. **Such exceptions must be documented in the Corrections Integrated System (CIS) property module.**

5. Prohibited Sexually Explicit and Pornographic Material

Sexually explicit and **pornographic material** includes pictorial depictions of nudity in books, pamphlets, magazines, periodicals, any other graphic images, or any other publication or any personal pictures, drawings, or photocopies of any of these items.

- **Nudity** in this SOP means a pictorial depiction where male or female genitalia, anus, or the nipples or areola of female breasts are exposed.
- **Feature** in this SOP means that a publication contains pictorial depictions of nudity or sexually explicit conduct on a routine or regular basis or promotes itself based upon such depictions in the case of individual one-time issues.
- **Sexually explicit** in this SOP means a pictorial depiction of actual or simulated sexual acts including sexual intercourse, oral sex, or masturbation.
- **Pornographic material** also includes individual pictures, photographs, or drawings of nudity or sexually explicit conduct that are not part of a book, pamphlet, magazine, periodical, or other publication.

Note: Publications which do not feature nudity, but contain nudity illustrative of medical, educational, or anthropological content may be excluded from this definition.

Publications, drawings, photocopies, and other pictorial materials that meet the description of nudity in this section, but the person has clothing or other covering that is transparent or virtually transparent are not permitted.

Written material of a sexual nature is permitted and is not included in this definition.

6. Prohibited Outgoing Mail

The facility head can prohibit outgoing mail that falls within the following categories:

- Correspondence with minors where the minor's legal guardians object, in writing, stating that they wish the correspondence to be discontinued;
- Correspond with minors, except immediate family, unless the legal guardian has granted permission, which is documented in writing; and
- Correspondence with individuals who have filed a written request to have correspondence discontinued.

7. Outgoing Mail Process

Mail services may include certified, registered, and insured mail.

Outgoing mail that presents no procedural problems will be processed within 24 hours, Monday through Friday, excluding weekends and legal holidays.

Control Number: 402.02.01.001	Version: 5.2	Title: Mail Handling in Correctional Facilities	Page Number: 7 of 14
---	------------------------	--	--------------------------------

To ensure that undeliverable mail is returned to the sender, mail must be metered at the first-class rate.

Offenders must use embossed pre-stamped envelopes marked 'offender correspondence' for all outgoing correspondence to include greeting cards. CWCs without commissary services do not use embossed pre-stamped envelopes, but all correspondence must be marked 'offender correspondence'. These envelopes are purchased through the IDOC commissary. The exception to this rule is outgoing property items. Before property can be mailed out, a staff member must complete a property inventory in accordance with SOP [320.02.01.001](#), *Property: State-issued and Offender Personal Property*.

Outgoing mail must be clearly marked with the sending offender's first and last name (no nicknames or titles), institutional number, facility name, living unit, and facility address. Mail not clearly marked will be returned to the offender. If the offender's name cannot be determined, the mail will be destroyed.

Altering any envelope (including drawings) may result in the mail being returned to the sender.

Outgoing mail will be delivered to the mailroom sealed, except when there is a request for a money order, which will be left open so the money order can be placed in the envelope for mailing.

Outgoing mail may be opened, inspected, and read to make sure that it does not violate the secure and orderly operation of the facility, does not adversely affect the rehabilitative progress of the offender, or does not conflict with the intent of the institutional mail procedures.

8. Outgoing International Mail

Mail and packages sent out of the United States require special handling and may cost more than domestic rates.

When mailing an item outside of the United States the offender must do the following:

- Address the item clearly and correctly.
- Attach a withdrawal form (do not fill in the amount) with a statement of what is in the parcel and to what country it is being sent.
- Attach an accurate property inventory, completed by a staff member, to any item other than a standard letter. This is needed so the mailroom officer can attach an accurate customs tag.

The mailroom officer will weigh the parcel and affix the correct postage. The mailroom officer will enter the postage amount on the commissary withdrawal form and then forward the original to an account technician and send a copy to the offender sending the mail.

9. Outgoing Confidential Mail

Offenders can send confidential mail to the individuals and entities in accordance with this SOP. For the purpose of this SOP, mail sent to the following will be considered confidential: the president, the governor, the Idaho Legislature or U.S. Congress (except for bulk mailings), the Board, the director, IDOC chiefs and deputy chiefs, facility heads, public interest groups or government entities providing assistance for offenders, the Idaho

Control Number: 402.02.01.001	Version: 5.2	Title: Mail Handling in Correctional Facilities	Page Number: 8 of 14
---	------------------------	--	--------------------------------

Commission of Pardons and Parole or any member thereof, or the Consulate or Embassy of an offender who is a foreign national.

While this mail is treated as confidential, it is monitored for contraband and other items that might threaten the safety of the recipient.

Procedural Steps for Sending Confidential Mail

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Offender	1	Address the item clearly and correctly.
Offender	2	Ensure that the return address is correct and legible.
Offender	3	Take the envelope to the unit officer or designated staff member.
Unit Officer	4	Inspect the envelope for contraband. Do not read the correspondence. (If contraband is found, skip to step 15.)
Unit Officer	5	Ensure that the envelope is sealed, unless there is a request for a withdrawal.
Unit Officer	6	Mark confidential.
Unit Officer	7	Print own name, associate number, date, and cover with clear tape on the back of the envelope.
Unit Officer	8	Send to the mailroom.
Mailroom Staff	9	Inspect the envelope.
Mailroom Staff	10	Check that a staff member has inspected the envelope.
Mailroom Staff	11	Open and inspect any envelope that appears to have not been properly inspected.
Mailroom Staff	12	Open and inspect any correspondence to the governor of the State of Idaho.
Mailroom Staff	13	If no contraband, weapons, or other inappropriate items are found, reseal the envelope, write, 'inspected by (prints name)' and the day's date.
Mailroom Staff	14	Mail the correspondence.
Mailroom Staff	15	If contraband is found, write an information report, attach the contraband items (including correspondence) and immediately forward to the shift commander (or designee).
Shift Commander (or Designee)	16	Depending on the level of contraband take one (1) or more of the following steps: <ul style="list-style-type: none"> • Contact facility heads. • Contact appropriate law enforcement agency. • Complete a 105, Incident Report, (see SOP 105.02.01.001, <i>General Reporting and Investigation of Major Incidents</i>.) • Take corrective or disciplinary action. • Document the information in the c-notes section of the Corrections Integrated System (CIS).

For further assistance with CIS, see your designated CIS super user.

Control Number: 402.02.01.001	Version: 5.2	Title: Mail Handling in Correctional Facilities	Page Number: 9 of 14
---	------------------------	--	--------------------------------

Note: Both **legal mail** and **confidential mail** are treated as confidential and are handled in a similar manner such as they can be scanned but not read. **Legal mail** is handled in accordance with SOP [405.02.01.001](#), *Access to Courts*, and is processed through the resource center. (For those facilities without a resource center, follow SOP [405.02.01.001](#), *Access to Courts*). **Confidential mail** is handled in accordance with this SOP and is processed through the mailroom.

10. Offender-to-Offender Correspondence

Facility heads can approve offender-to-offender correspondence in the following circumstances:

- Offenders are immediate family members, specifically, spouse, parents, stepparents, natural child, stepchild, adopted child, siblings (of half [½] or whole blood, by adoption, or stepbrother or stepsister), grandchildren of blood relation or grandparents of blood relation. (See appendix A, *Offender-to-Offender Correspondence Request Form*.)
- When offenders write to offenders concerning legal work subject to the requirements of SOP [405.02.01.001](#), *Access to Courts*.

In all cases, facility heads (or designees) of both facilities must approve the correspondence. Approvals will be documented in the Reflections offender system. If the offenders are moved, previous correspondence approvals will be honored at any receiving IDOC or IDOC contract facility. If Staff members at a receiving facility believe that any correspondence violates the provisions of this SOP, the staff member will immediately notify the facility head. The delivery of correspondence will continue pending the facility head's decision. The facility head can withhold correspondence if it poses a security threat to the facility or the public until a decision to continue, restrict, or deny the correspondence is made.

Correspondence between offenders should be reviewed on an annual basis and can be denied at anytime if the correspondence is found to violate the provisions of this SOP.

Note: Facility heads will only consider approving offender-to-offender legal correspondence when the scope of the legal work requires extended correspondence between the two (2) offenders. If approved, such correspondence is not confidential. If the correspondence becomes personal instead of directly related to the legal claim, the approval will be withdrawn. Legal issues that require limited communication, such as one (1) offender completing an affidavit for another, are handled by the paralegal in accordance with SOP [405.02.01.001](#), *Access to Courts*.

11. Probationer and Parolee Correspondence with IDOC Offenders

If staff determines that correspondence is from an offender currently under IDOC probation or parole supervision, the following steps will be followed. Offenders may correspond with probationers and parolees that are not immediate family, unless the probation and parole officer (PPO) does not approve the correspondence.

Control Number: 402.02.01.001	Version: 5.2	Title: Mail Handling in Correctional Facilities	Page Number: 10 of 14
---	------------------------	--	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Staff Member	1	Notify the facility head (or designee) of the correspondence, the offender's name and IDOC number housed at the facility, and the probationer or parolee's name, IDOC number, and supervising PPO (if available).
Staff Member	2	If no violations of this SOP exist, process the mail.
Facility Head (or Designee)	3	Notify the probationer or parolee's supervising PPO of the correspondence.
Facility Head (or Designee)	4	<ul style="list-style-type: none"> If the PPO responds stating that the correspondence should not be allowed, notify the mailroom supervisor and the offender that the correspondence will not be allowed, and withhold any future correspondence as contraband. Document the information in the c-notes section of the Corrections Integrated System (CIS).

For further assistance with CIS, see your designated CIS super user.

12. Indigent Offenders

Indigence does not reduce the importance of an offenders' need to communicate with friends, family, and others outside of the correctional facility. The IDOC will not bear the cost of mailing packages for indigent offenders. However, indigent offenders will be given access to the following in accordance with directive [114.03.03.011](#), *Inmate Trust Account*.

- One (1) standard mail envelope, domestic or international, a week.
- Up to four (4) sheets of paper a week.
- A writing instrument (pen, pencil, or security pen).
- One (1) additional mail envelope per week for 'confidential' correspondence as defined in this SOP. (See [section 9](#).)
- Envelopes, postage, photocopies for 'legal mail' as defined in SOP [405.02.01.001](#), *Access to Courts*.

13. Statehouse Mail

Offenders cannot use statehouse mail.

14. Internal IDOC Mail System

Offenders may use the internal IDOC mail system to contact IDOC staff and the Commission of Pardons and Parole.

15. Incoming Mail

Incoming mail that presents no procedural problems will be processed and delivered within 24 hours of receipt, Monday through Friday, excluding legal holidays.

Control Number: 402.02.01.001	Version: 5.2	Title: Mail Handling in Correctional Facilities	Page Number: 11 of 14
---	------------------------	--	---------------------------------

Incoming mail will be opened, inspected, and may be read to ensure that it complies with this SOP, is not sexually explicit, does not violate the secure and orderly operation of the facility, and does not adversely affect the rehabilitative progress.

If staff have a reasonable suspicion that a stamp, label, or sticker is being used to conceal contraband, such items may be removed before the mail is delivered.

16. Incoming Confidential Mail

Incoming confidential mail, as described in [section 9](#), will be delivered to the unit sealed. A unit staff member will open and inspect the envelope in the presence of the offender but will not read it. However, incoming confidential mail might be scanned to ensure that it does not violate the provision of this SOP. If contraband or materials are found that violates the provisions of this SOP, the mail will be withheld and immediately forwarded to the facility head (or designee).

17. Publications

Books, magazines, and newspapers can be new or used but must be sent by the publisher or a bookstore with a paid receipt or invoice. Magazines may have a receipt or invoice or may have a printed delivery label with the offender's name and address. If these, or similar, proof of origin and purchase are not present, the item will be returned to sender.

Books are considered property, which will be logged in and marked on the inside front cover using the following label.

Offender: _____ IDOC #: _____ <i>If this label is removed, the item becomes contraband.</i>
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When books are received they will be forwarded to the property officer within 24 hours.

18. Incorrectly Addressed Incoming Mail

All incoming mail must be clearly addressed with the offender's committed name (no nicknames), IDOC number, institution, and housing assignment. Incoming mail that is incorrectly addressed will be handled in accordance with the following guidelines.

If possible, incorrectly addressed mail will be delivered to the offender with a note indicating the need for address correction. If after being notified, the sender continues to send mail incorrectly addressed, mail can be returned to the sender.

Mail should be returned to the sender if an offender refuses to notify senders of his correct address or encourages senders to use an incomplete or incorrect address.

19. Correspondence Courses and Materials

Correspondence and materials involved in a correspondence course may differ from the limits set in this SOP. Therefore, in facilities where correspondence courses are allowed, facility heads, in consultation with education staff members, will designate an employee to approve correspondence courses.

The designated person must approve a correspondence course before an offender can participate. If the offender and the course are approved, the designated person will notify the

Control Number: 402.02.01.001	Version: 5.2	Title: Mail Handling in Correctional Facilities	Page Number: 12 of 14
---	------------------------	--	---------------------------------

mailroom supervisor of the offender's name and the name of the school or organization. Correspondence and materials between the offender and the correspondence source will then be allowed.

If the mailroom has any concerns regarding a specific incoming or outgoing item, the mailroom supervisor may withhold the item and discuss the concerns with the facility head (or designee). The delivery of the item should not be delayed more than two (2) business days, unless the facility head (or designee) approves the withholding of the item. If the item is declared contraband, the processes for the handling of contraband outlined in this SOP will be followed.

20. Transfers within the IDOC

When an offender is transferred to a different housing unit or institution, mail will be forwarded for 60 days from the date of transfer. After 60 days, mail should be returned to the sender.

21. Release from an IDOC Correctional Facility

Offenders will be responsible for filing a change of address with the U. S. Post Office and notify the facility mailroom of their new address before their release from IDOC custody.

When an offender is paroled or released from the custody of the IDOC and the address is known, mail will be forwarded for a period of 60 days. After 60 days, incoming mail will be returned to the U.S. Post Office.

22. Contraband

The facility head will designate a staff member to serve as the mail review authority to review items withheld as contraband.

Contraband received through the mail is handled using the following process steps:

Functional Roles and Responsibilities	Step	Tasks
Mailroom Staff	1	Determine whether or not the mail contains contraband.
Mailroom Staff	2	Remove any contraband found and forward allowable items to the offender.
Mailroom Staff	3	Take the following actions based on the type of contraband found: <ul style="list-style-type: none"> • Cash; personal or two (2)-party checks; or greeting cards that are padded, laminated, multilayered, musical, or larger than 8" x10": Return to sender using appendix B, <i>Correspondence/Publication/Item/Contraband Denial Form</i>, for explanation. • Promotional items: Destroy • Illegal: Forward to local law enforcement. • All other contraband: Continue to step 4.
Mailroom Staff	4	Notify the offender using appendix B, <i>Correspondence/Publication/Item/Contraband Denial Form</i> .

Control Number: 402.02.01.001	Version: 5.2	Title: Mail Handling in Correctional Facilities	Page Number: 13 of 14
---	------------------------	--	---------------------------------

Functional Roles and Responsibilities	Step	Tasks
Mailroom Staff	5	Forward the contraband to the property officer (or designee).
Property Officer (or Designee)	6	Handle the contraband in accordance with SOPs 320.02.01.001 , <i>Property: State-issued and Offender Personal Property</i> and 316.02.01.001 , <i>Grievance and Informal Resolution Procedure for Offenders</i> .

Note: If a cashier check, money order, refund check from a vendor, State of Idaho draft, or US Treasury check is found in legal or first class mail in the unit, the staff members should take the following action:

1. Accept the item from the offender.
2. Log the item in the daily log. Place the following information in the daily log and on an envelope:
 - Offender's name
 - Maker of the money order or check (Well Fargo, Traveler's Express, etc.)
 - Serial number of the check or money order
 - Amount of the check
 - Staff's name
3. Take the money order or check in a sealed envelope to the control center, at the end of the officer's shift.
4. Place in a designated secured processing area such as lock box, control room, etc.
5. Either the mail staff or accounting will pick it up on the next business day.
6. The check will be deposited to the offender's account and a receipt will be attached to the envelope and returned to the offender.

23. Monitored Mail List

Any offender can be placed on a monitored mail list if there is a reasonable suspicion of illegal activity, the introduction of contraband, or other issues that threaten the safe and secure operation of an IDOC facility. The facility head (or designee) must approve an offender's placement on a monitored mail list. When placed on a monitored mail list, the offender's mail may be delayed up to two (2) business days. If mail is determined to be contraband, the processes in [section 22](#) will be followed. If it is determined that the mail does not contain contraband, it will be delivered to the offender as soon as possible but no later than the day following the two (2)-business day period.

24. Staff Mail

To ensure that all mail is processed efficiently the following procedures apply to IDOC staff and approved volunteers:

- Staff and volunteers should not receive personal mail at work;

Control Number: 402.02.01.001	Version: 5.2	Title: Mail Handling in Correctional Facilities	Page Number: 14 of 14
---	------------------------	--	---------------------------------

- When communicating with outside agencies and individuals, staff and volunteers will take reasonable efforts to ensure the agency or individual has the staff's correct name, work unit, facility name, and address; and
- Mailroom and administrative staff will make a reasonable effort to identify the staff member or volunteer when the address on incoming mail is incorrect.

25. Legal Mail

Legal mail will be handled in accordance with SOP [405.02.01.001](#), *Access to Courts*. Legal mail that is processed through the resource center will be logged in the Access to Courts database.

Legal mail, incoming and outgoing, that is not processed through a resource center will be logged by mailroom staff. The mailroom will log the following information:

- The **incoming log** – the received date, sender, and the offender's name and IDOC number; and
- The **outgoing log** – the date the offender delivered each piece of mail to staff, the date mailed from the institution, the addressee, and the offender's name and IDOC number.

REFERENCES

Appendix A, *Offender-to-Offender Correspondence Request Form*

Appendix B, *Correspondence/Publication/Item/Contraband Denial Form*

Directive [114.03.03.011](#), *Inmate Trust Account*

Standard Operating Procedure [105.02.01.001](#), *General Reporting and Investigation of Major Incidents*

Standard Operating Procedure [316.02.01.001](#), *Grievance and Informal Resolution Procedure for Offenders*

Standard Operating Procedure [320.02.01.001](#), *Property: State-issued and Offender Personal Property*

Standard Operating Procedure [405.02.01.001](#), *Access to Courts*

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IDAHO DEPARTMENT OF CORRECTION
Offender-to-Offender Correspondence Request Form

From: _____ **Telephone:** _____

(Insert Facility Name and Address) (Insert Number)

Fax: _____
(Insert Number)

Date: _____

Our Offender: _____ **IDOC #:** _____
(Initiating Offender's Name)

Is requesting permission to correspond with

Your Offender: _____ **IDOC #:** _____
(Offender's Name)

Located at: _____

(Name of Receiving Institution and Address)

Idaho Department of Correction (IDOC) standard operating procedure (SOP) permits offenders to correspond with immediate family (spouse, parents, stepparents, natural child, stepchild, adopted child, siblings (of half [1/2] or whole blood, by adoption, or stepbrother or stepsister, grandchildren of blood relation or grandparents of blood relation). The offender at our facility indicates the relationship is:

- Husband/Wife Sibling Parent/Child Grandparent/Grandchild

Additional Information: _____

Requesting Institution	
Relationship: _____ Not verified _____ Verified by: _____ (Name and Title)	Approved _____ Denied _____
Document used: _____ _____ (Approving Authority Name and Title)	Date: _____

Receiving Institution	
Relationship: _____ Not verified _____ Verified by: _____ (Name and Title)	Approved _____ Denied _____
Document used: _____ _____ (Approving Authority Name and Title)	Date: _____

IDAHO DEPARTMENT OF CORRECTION

Correspondence/Publication/Item/Contraband Denial Form

Offender's Name: _____ IDOC #: _____ Housing: _____
Date Received: _____ Date Notice Sent: _____ Date to Return by: _____
Sender's Name: _____ Contents: _____

The item is located at the: [] Mail Center [] Property Office

The above listed correspondence or publication was reviewed and denied in accordance with standard operating procedure (SOP) 402.02.01.001, Mail Handling in Correctional Facilities. This decision can be appealed in accordance with SOP 316.02.01.001, Grievance and Informal Resolution Procedure for Offenders. Any item that is not responded to will be considered abandoned property and handled in accordance with SOP 320.02.01.001, Property: State-issued and Offender Personal Property.

Check one (1) or more reason(s) for denial:

- [] Item received in a letter or package not authorized by policy or SOP.
[] Package received without prior authorization.
[] Publication or item describes the manufacture of weapons, bombs, explosives, escape materials, or the manufacture of alcohol, drugs or drug paraphernalia.
[] Publication or item evidences gang involvement or activities such as enemy list, constitutions, structures, codes, signs symbols, slogans, photographs, drawings, training materials, clothing, etc.
[] Publication or item advocates the inferiority of any ethnic, racial, or religious groups and/or makes such groups an object of ridicule and scorn.
[] Publication not mailed directly from the publisher or bookstore.
[] Unauthorized magazine, book, or newspaper clipping.
[] Sticker (paper or non-paper), postage stamps, or envelopes.
[] Greeting card is padded, laminated, multilayered, musical, or larger than 8" x 10".
[] Photographs larger than 5" x 8" or instant photographs with layers.
[] Sexually explicit materials.
[] Body fluids on letter.
[] Unauthorized offender-to-offender correspondence or third-party correspondence of offenders.
[] Other _____

If you are mailing out the item, attach a completed withdrawal form with a staff signature.

Mail Out: [] Yes [] No Destroy: [] Yes [] No

Offender's Signature _____ Date _____

Staff Member's Signature _____ Date _____

Staff Associate Number: _____
Date Mailed Out: _____
Date Destroyed: _____