



5-03/190.20 REQUIREMENTS OF THE INCOMING MAIL INSPECTION OFFICER

The method and inspection procedure of incoming mail shall be determined by the individual facility/Unit Commander. Mail Inspection Officers may be any member of this Department.

The following shall be the responsibilities of the Mail Inspection Officer:

- inspect all incoming inmate correspondence;
- any enclosure of currency, bank drafts, money orders, checks or other negotiable instruments shall be handled in accordance with Department policy (see section 5 03/200.15 - Incoming Money);
- any contraband item or suspicious material that cannot be resolved by the Mail inspection Officer shall require a supervisor's dispositions;
- all processed mail shall be expediently routed to the addressee;
- photographs (snapshots) may be given to inmates; and
- books, papers, or periodicals acceptable through the U.S. mail are permitted.

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