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**Policies, Directives and Instructions Manual**

**Minnesota Department of Corrections**

<b>Division Directive:</b>	<b>302.021</b>	<b>Title: Offender Messaging (O-Mail)</b>
<b>Issue Date:</b>	<b>6/5/12</b>	
<b>Effective Date:</b>	<b>7/3/12</b>	

**AUTHORITY:** Minn. Stat. [§241.01](#), subd. 3a

**PURPOSE:** To establish guidelines for the processing of incoming electronic messages as part of the offender messaging (O-mail) program. Electronic offender messaging provides communication from the public; provides facilities with a more efficient, cost-effective, and secure method of managing and monitoring offender mail; and reduces the opportunity for contraband at facilities.

**APPLICABILITY:** Minnesota Department of Corrections (DOC); correctional facilities participating in the O-mail program

**DIRECTIVE:** Offenders at facilities participating in the O-mail program may receive electronic messages from people in the community. Offenders are able to receive messages via the internet through this program. Offenders and members of the public using O-mail must adhere to all department policies regarding mail, contraband, and offender communication. Messages violating this or any other department policy are not deliv-

**DEFINITIONS:**

Electronic message - any electronic, computer-based, written communication received for an offender from a person using the O-mail program.

Written correspondence - traditional mail sent or received via the U.S. Postal Service (USPS).

**PROCEDURES:**

A. Use of O-mail (general restrictions and voluntary participation)

1. Offenders may send O-mail information provided by the program vendor to friends or family. The department provides information about the availability of offenders to receive O-mail.
2. If an offender does not want to receive any electronic messages from any sender, the offender must:
  - a) Write a kite requesting that his or her name be blocked from the program;
  - b) Present the kite to living unit staff;
  - c) Sign the kite in the presence of the living unit staff (who verifies the offender's identification (ID) card, stamps the kite and initials it); and
  - d) Send the kite to the mailroom.

This block prevents any incoming messages to the offender. An offender cannot request to have individual senders blocked.

3. All O-mail is subject to the vendor restrictions and prohibitions.
4. In addition to vendor restrictions, by choosing to use O-mail the offender and member of the public agree to have all messages, including transactional data and r