Division Directive: 302.021  
Title: Offender Messaging (O-Mail)  
Issue Date: 6/5/12  
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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 facilities with a more efficient, cost-effective, and secure method of managing and monitoring offender mail; and reduces the opportunity for contraband to be brought into the 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 through an internet connection and receive messages through the vendor's computer programs. The department agrees to use this program to increase the offender's access to the outside world and as a potential tool to improve offender behavior. The department agrees that the O-mail program is cost-effective, secure, and efficient, and reduces the opportunity for contraband.

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 other communication devices for offenders to use.  
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