



**MISSISSIPPI DEPARTMENT
OF
CORRECTIONS**

**SOP NUMBER
31-01-01**

**AGENCY WIDE
INSTITUTIONS**

OFFENDER MAIL SERVICES

**INITIAL DATE
12-01-1982**

ACA STANDARDS: 4-4487 thru 4-4496

**EFFECTIVE DATE
02-01-2014**

STATUTES:

NON-RESTRICTED

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1 **APPLICABILITY:**

2

3 This procedure applies to all Mississippi Department of Corrections employees involved in
4 the establishment and operation of offender mail services.

5

6 **POLICY STATEMENT:**

7

8 It is the policy of the Mississippi Department of Corrections (MDOC) to provide offender
9 mail services.

10

11 **DEFINITIONS:**

12

13 Indigent Offender – An offender who has less than the current price of one first-class
14 postage stamp in their MDOC offender account and has maintained that balance for thirty
15 consecutive days preceding requested mailings.

16

17 Identifiable – The official or legal capacity of the addressee is identified on the envelope.

18

19 Privileged/Official Mail – Offenders' mail, to identifiable probation and parole officers,
20 identifiable state and federal departments and agencies, identifiable MDOC officials,
21 private prison officials, regional jail officials or officials of MDOC contract agencies.

22

23 Legal Mail – Offenders' mail whether for litigation to the offender's attorney or in an
24 attempt to regain legal services, to a judge or court clerk and/or to the opposing party in
25 the offender's litigation.

26

27 Contraband – Any items not authorized by Mississippi Code, MDOC policy, procedure, or
28 post order.

29

30 Illegal Contraband – Items prohibited for use or possession by federal or state law.

31

32 Publications – Pre-paid soft cover books, subscriptions and newspapers sent from the
33 publisher, distributor or vendor.

34

35 Offender to Offender Mail – Correspondence sent from one offender to another of blood
36 relationship or verified marriage approved in writing by the Superintendent, Community
37 Corrections Director, Warden or designee.

38

39 Loco Parentis – Persons having had the day-to-day responsibilities of caring for and
40 financially supporting the offender as a child.

41

42 Blood Relationship – For purpose of this definition, a blood relationship will be defined as
43 the spouse, biological or stepparent, biological or step-grandparent, biological or

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44 stepchild, or biological or stepsibling of an offender or an individual who stands in loco
45 parentis to the offender.

46
47 Mail Recovery Center – A postal facility formerly called dead letter office, dead letter
48 branch, or dead parcel branch that has been designated only to receive and attempt to
49 return mail of obvious value that is undeliverable, cannot be forwarded, has inadequate
50 postage or no return address.

51
52 **PROCEDURES:**

53
54 *Adult Correctional Institutions:* **Written policy and procedure govern inmate**
55 **correspondence [4-4487].**

56
57 **General Mail**

58
59 All offenders, regardless of status, will be permitted to send and receive approved letters
60 and/or publications as specified in this procedure. Offenders will not mail to or receive
61 mail from:

- 62
- 63 • Released inmates currently under supervision by the MDOC (excluding blood
 - 64 relationships which require approval by the Superintendent).
 - 65 • An inmate confined in any local, state or federal correctional institution, including
 - 66 county jails, detention centers, half-way houses, privately operated correctional
 - 67 facilities, and juvenile facilities, excluding blood relationships which require approval.
 - 68 • A current or former MDOC employee or current or former volunteer of any correctional
 - 69 facility that houses State of Mississippi offenders without the prior written approval of
 - 70 the Superintendent.
 - 71 • A minor, without the consent of the minor's parents or guardian, unless the minor is
 - 72 married to the inmate, or is the inmate's natural or adopted child.
 - 73 • Anyone who advises the Superintendent in writing that they do not wish to receive
 - 74 mail from a particular inmate.
 - 75 • Victims of the crime for which the inmate was convicted, or their families, unless
 - 76 approved in writing by the Superintendent.

77
78 *Adult Correctional Institutions:* **When the inmate bears the mailing cost, there is no**
79 **limit on the volume of letters the inmate can send or receive or on the length,**
80 **language, content, or source of mail or publications except when there is**
81 **reasonable belief that limitation is necessary to protect public safety or institutional**
82 **order and security [4-4488].**

83
84 *Adult Correctional Institutions:* **Written policy, procedure, and practice specify that**
85 **inmates are permitted to send sealed letters to a specified class of persons and**
86 **organizations, including but not limited to the following: courts; counsel; officials**
87 **of the confining authority; state and local chief executive officers; administrators of**
88 **grievance systems; and members of the paroling authority. Staff, in the presence**
89 **of the inmate, may be allowed to inspect outgoing privileged mail for contraband**
90 **before it is sealed. Mail to inmates from this specified class of persons and**
91 **organizations may be opened only to inspect for contraband and only in the**
92 **presence of the inmate, unless waived in writing, or in circumstances which may**
93 **indicate contamination [4-4492].**

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- 94 Limitations will include, but not be limited to:
95
96 • Items that can be purchased through the Canteen or obtained through MDOC state
97 issue
98 • Chaplain's Department, Medical Services and public library
99 • Mail containing stamps or blank stationary
100 • Stickers, labels, address labels or decorative stamps
101 • Mail consisting of security, homemade, or padded envelopes
102 • A limit of six newspaper clippings
103 • No more than two pages of Internet copies
104 • Photos where the non-photo side can be separated (Polaroids)
105 • Photos of other inmates
106 • Oils, perfumes or personal property items
107 • Lottery tickets or games of chance
108 • Tax forms
109 • Candy, gum or any food items
110 • Arts, crafts and hobby supplies
111 • Any audio or video medium (i.e., cassette, videotape, compact disc, DVD)
112 • Blank greeting cards will be returned (All greeting cards will be purchased through the
113 Canteen or received from the Chaplain's Department.)
114 • Battery operated greeting cards, or greeting cards of excessive size (larger than 8 ½
115 inches by 11 inches)
116 • Unused greeting cards, stationary, pens, pens/pencils and envelopes

117
118 Offenders will bear the expense of all mailings with the exception of certain legal mail
119 and/or postcards as provided to indigent offenders.
120

121 It will be the responsibility of the offender to notify correspondents of the correct mailing
122 address.
123

124 **Security Threat Group Material**
125

126 Printer material that by its content is related to a specific Security Threat Group (STG)
127 may be withheld if the presence of that material in an institution is deemed to be
128 detrimental to the security, order, or discipline of the institution or to the rehabilitation of
129 the inmates.
130

131 Printed material containing depictions of hand signs, or other symbols or insignia that
132 appear to be related to a STG may be withheld if:
133

- 134 • Sign or symbol can be related to a specific STG
- 135 • Might reasonably be seen as something that might promote or enhance the image or
136 visibility of the STG within the institution
- 137 • May be seen as legitimizing gang behavior
- 138 • May conflict with departmental efforts to discourage and prevent STG membership
139 and recruitment.

140
141 Suspected STG printed material will be referred to the institutional STG Coordinator for
142 evaluation.

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143 **Privileged/Official Mail as Specified by MDOC**

144

- 145 • Identifiable probation and parole officers
 146 • Identifiable state and federal departments and agencies
 147 • Identifiable MDOC officials, private prison officials, regional jail officials, or officials of
 148 MDOC contract agencies

149

150 **Legal Mail as Specified by MDOC**

151

- 152 • Identifiable attorneys
 153 • Identifiable Judges, court clerks
 154 • Opposing party in the offender's litigation

155

156 **Mailroom Log of Privileged, Legal, Official and Administrative Remedy Program**
 157 **(ARP) Mail**

158

159 Offenders will sign and date the applicable receipt.

160

161 Offenders will be required to accept or refuse delivery of privileged, legal, official and ARP
 162 mail.

163

164 Designated staff responsible for handling privileged, legal, official and ARP mail will
 165 ensure applicable receipts are returned to the facility mailroom without delay.

166

167 Mailroom and ARP staffs will be responsible for verifying delivery for respective
 168 departments.

169

170 The facility mailroom staff will develop and maintain a log to record privileged, legal official
 171 and ARP mail. The log will contain:

172

- 173 • Addressee
 174 • MDOC number
 175 • Unit number
 176 • Building number
 177 • Item number
 178 • Date received
 179 • Date delivered
 180 • Receiving staff

181

182 **Mail or Letter Restrictions**

183

184 A facility's controlling authority or designee will approve all letter restrictions.

185

186 Any mail restrictions will be justified and documented.

187

188 A copy will be forwarded to the facility mailroom.

189

190 Individuals including a minor's parent or legal guardian, who do not wish to receive
 191 correspondence from an offender, must send a written request to the facility's controlling
 192 authority or designee (i.e., superintendent or warden).

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193 The Superintendent or Warden may then deny offender correspondence.

194

195 The denied correspondence will be returned to the offender in conjunction with written
196 notification of the refusal.

197

198 **Mail Distribution**

199

200 General mail distribution will be the responsibility of the designated security staff.

201

202 Collection and distribution will never be delegated to an offender.

203

204 *Adult Correctional Institutions:* **Written policy, procedure, and practice require that,**
205 **excluding weekends and holidays or emergency situations, incoming and outgoing**
206 **letters are held for no more than 24 hours and packages are held for no more than**
207 **48 hours [4-4495].**

208

209 Reasonable measures will be taken to forward all mail to offenders transferred to another
210 institution or facility, paroled, or discharged.

211

212 **Mail Collection**

213

214 All offenders, regardless of status, will be provided means to send outgoing mail.
215 Designated institution or facility staff will collect mail once each day except Saturdays,
216 Sundays and holidays.

217

218 **Handling of Offender Mail**

219

220 All mail will be handled without delay on a daily basis.

221

222 *Adult Correctional Institutions:* **Written policy, procedure, and practice, provide for**
223 **forwarding first-class letters and packages after an inmate's transfer or release [4-**
224 **4496].**

225

226 Mail for transferred or released offenders who have provided a complete forwarding
227 address will be forwarded for the time period indicated below:

228

229 • First-Class, Priority and Express mail – 12 months, unless otherwise requested by the
230 mailer.

231

232 • Newspapers and magazines – 60 days

233

234 • Packages weighing 16 ounces or more – 12 months locally. Forwarding charges may
235 be paid by addressee for forwarding outside the local area.

236

237 • Circulars, books, catalogs and advertising mail under 16 ounces will not be forwarded
238 unless requested by the mailer.

239

240 • Mail items delivered by private carriers (UPS, FedEx) cannot be forwarded through the
241 U.S. Postal Service; therefore, they will be picked up by the carrier for return to
242 sender.

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243 Case Managers will ensure that the Offender Mail Forwarding form is included in the final
 244 screening packet for all offenders included in their caseload.

245
 246 The Case Manager will be responsible for assisting the offender with instructions on
 247 completing the form and forwarding it to the respective mailroom.

248
 249 Offenders temporarily absent from the institution or facility (i.e., hospital and court) will
 250 receive all approved mail upon return to the institution or facility. If the offender is away
 251 from the institution or facility for a period of time which exceeds five (5) working days, the
 252 mail will be returned to the sender.

253
 254 **Reading an Offender's Mail**

255
 256 When the Superintendent, Warden or designee determines it is necessary to prevent the
 257 commission of a crime or to maintain a facility's security and order, he may authorize the
 258 reading of an offender's mail.

259
 260 All incoming and outgoing mail for offenders identified as High Risk will be censored. The
 261 Superintendent, Warden or designee will forward a signed, written authorization to the
 262 Mailroom Supervisor when it is deemed necessary to read an offender's mail.

263
 264 *Adult Correctional Institutions:* **Written policy, procedure, and practice provide that**
 265 **inmate mail, both incoming and outgoing, may be opened and inspected for**
 266 **contraband. Mail is read, censored, or rejected based on legitimate institutional**
 267 **interests of order and security. Inmates are notified when incoming or outgoing**
 268 **letters are withheld in part or in full [4-4491].**

269
 270 *Adult Correctional Institutions:* **Written policy, procedure, and practice provide for the**
 271 **inspection of inmate letters and packages to intercept cash, checks, and money**
 272 **orders [4-4493].**

273
 274 Censorship status will be reviewed every thirty days.
 275 Incoming and outgoing mail will be censored only if there is possible evidence of any of
 276 the following:

- 277
- 278 • When incoming or outgoing letters are withheld, in part or full, offenders will be notified
 - 279 unless an ongoing investigation prohibits notification
 - 280 • Plans for sending contraband in or out of the institution or facility
 - 281 • Plans for criminal activity
 - 282 • Threatened blackmail or extortion
 - 283 • Coded content not understood by the reader
 - 284 • Plans for activities in violation of MDOC rules
 - 285 • Instructions for the manufacture of weapons, drugs or drug paraphernalia, or alcoholic
 - 286 beverages
 - 287 • Offender is identified as High Risk
 - 288 • Mail will be read, censored, or rejected when based on legitimate facility interests or
 - 289 order and security

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290 In cases of censorship, a written authorization record will be kept in a designated office
291 and will include:

- 292
- 293 • Offender's name and MDOC number
 - 294 • Specific censorship reasons, relevant information and names of persons supplying
295 information
 - 296 • Signature of the Superintendent, Warden or designee
 - 297 • Copies of the mail read that is relevant to the investigation

298

299 The Mailroom Supervisor will be provided the name of the investigator assigned to the
300 case.

301

302 Mail items that reveal sensitive information will be confiscated without notification to the
303 addressee or sender.

304

305 **INTERNAL REVENUE SERVICE (IRS) OUTGOING & INCOMING MAIL**

306

307 The Mississippi Department of Corrections will monitor and intercept all outgoing and
308 incoming tax-related correspondence for offenders. Mailroom staff and staff designated
309 to inspect offender mail will forward **all mail addressed to or received from** the Internal
310 Revenue Service (IRS) to the following address:

311

312 **Internal Revenue Service**
313 **Blue Bag Program, Stop 975**
314 **1040 Waverly Avenue**
315 **Holtsville, NY 11742**

316

317 For each correspondence being forwarded to the IRS Blue Bag Program, both offender
318 data and prison data is to be included with each piece of correspondence.

319

320 **Offender data to be included with each mailing:**

- 321
- 322 • Offender's Name
 - 323 • MDOC Number
 - 324 • Social Security Number
 - 325 • Date of Incarceration
 - 326 • Release Date
 - 327 • Offender's Name clearly marked on each mailed article

328

329 **Prison data to be included with each mailing:**

330

- 331 • Facility Name and Address
- 332 • Sending Official's Name and Telephone Number

333

334 **Validated Refund Checks**

335

336 Upon receipt, the IRS will review the correspondence and take the appropriate action. If
337 the IRS validates that a refund check is correct, it will be returned to the offender with IRS
338 LETTER 4877. **Checks received with this letter are NOT to be returned to the IRS.**

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339 Validated refund checks are to be forwarded to Inmate Accounts along with the IRS
340 LETTER 4877; and Inmate Accounts will handle accordingly.

341

342 **Mississippi Department of Corrections**

343 **Inmate Accounts**

344 **P. O. Box 544**

345 **Jackson, MS 39205-0544**

346

347 **Outgoing General Mail Inspection**

348

349 Unless an investigation warrants otherwise, offenders will be notified when outgoing mail
350 is withheld.

351

352 All outgoing offender mail will:

353

- 354 • Be identified by using red letters indicating that the mail is from a prisoner
- 355 • Be processed through the institutional Mail Room prior to being sent out of the facility
- 356 • Be inspected for contraband by staff prior to the envelope being mailed
- 357 • Have the offender's complete first and last name (the name under which he is
358 incarcerated), MDOC inmate number, and full return address.

359

360 The complete return address will include:

361

362 Offender's Name and MDOC Number

363 Current Housing Unit

364 Institution or Facility Name

365 Institution or Facility Address

366 City, State, ZIP Code

367

368 The institution or facility name, address, city, state, and zip code may be obtained from
369 the Unit Administrator or designee.

370

371 An Outgoing Inmate Mail form will be completed and accompany oversized mail items,
372 packages or brown envelopes. Postage for this mail must be in the form of a check from
373 Inmate Accounts or stamps that do not exceed the allowable amount an offender can
374 possess.

375

376 **Incoming General Mail Inspection**

377

378 The Postal Inspection staff will open, examine and scan all general incoming
379 correspondence for disallowable items or contraband.

380

381 All incoming mail must be addressed as follows:

382

383 Offender's Name and MDOC Number

384 Current Housing Unit

385 Institution or Facility Name

386 Institution or Facility Address

387 City, State, ZIP Code

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388 The return address must be clearly listed as follows:

389

390 Sender's Name

391 Current Address

392 City, State, ZIP Code

393

394 Mail received without a return address will be sent to the Mail Recovery Center unopened.

395

396 If correspondence contains disallowable items, the offender and sender will be notified,
397 along with the amount of return postage if required.

398

399 If the Mail Room does not receive a response within thirty days, the mail will be subject to
400 disposal in keeping with MDOC policy and procedure.

401

402 Any attempt to use the mail to disseminate large amounts of information to a facility's
403 entire offender population is inherently suspect. If the Superintendent has reasonable
404 cause to believe an attempt is intended to cause disruption or otherwise threaten the
405 order and security of the unit or the facility, the mass mailing material will be restricted.

406

407 Correspondence found to contain contraband (i.e., large sums of money, altered or blank
408 money orders, checks and drugs) will be forwarded to the Corrections Investigation
409 Division.

410

411 A written record will be made by the investigator and will include:

412

- 413 • Offender's name and MDOC number
- 414 • Description of questionable mail
- 415 • Description of action taken and reason for such action
- 416 • Disposition of item(s) involved
- 417 • Signature of investigating officer

418

419 **Notice of Contraband**

420

421 *Adult Correctional Institutions:* **Written policy and procedure govern inspection for**
422 **and disposition of contraband [4-4494].**

423

424 Unless deemed illegal and/or would otherwise interfere with an investigation, a
425 Contraband Notice will be sent to the involved offender and sender.

426

427 Both the offender and sender may appeal to the facility's controlling authority or designee
428 the decision not to deliver the contraband.

429

430 If an appeal is denied or not filed, or if the offender and/or sender fail to indicate a
431 disposition within thirty days, the contraband will be disposed of in accordance with
432 MDOC policy and procedure.

433

434 Material(s) considered contraband by criminal law will be given to the appropriate law
435 enforcement agency.

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436 **Offender Account Fund**

437

438 See policy and procedure, Offender Account Funds (MDOC 02-12 and 02-12-01), for
439 information on how offenders may receive funds from outside sources.

440

441 **Offender Legal or Official Mail**

442

443 All legal or official mail from an offender will be mailed through the ILAP office. Legal or
444 official mail will be placed in an envelope and sealed in the presence of the verifying ILAP
445 staff member before mailing. Any mail marked as legal mail that does not bear an ILAP
446 stamp will be returned to the offender to comply with MDOC policy and procedure.

447

448 The Superintendent, Warden or designee will make a determination whether to open this
449 type of correspondence.

450

451 Outgoing official or legal mail that has not been deposited in the mail through ILAP and
452 remains in an offender's possession will be treated in like manner as all other
453 correspondence and will be subject to being opened and inspected for contraband.

454

455 If the official's name, address and legal capacity cannot be verified, designated facility
456 staff will state in writing the means employed to verify the information and/or the fact that it
457 could not be substantiated.

458

459 If it is determined that the mail cannot be identified as legal or official mail, the mail will be
460 treated as all other outgoing mail and will be opened and inspected for contraband.

461

462 Unless waived in writing by the offender, incoming official and/or legal mail will be opened
463 by MDOC staff in the presence of the offender to be inspected for contraband and
464 scanned front and back of each page to verify the documents are legal.

465

466 **Indigent Offender Mail**

467

468 Indigent offenders will be provided assistance as follows:

469

470 • Legal Correspondence - Indigent offenders will have access to basic supplies
471 necessary to send out approved legal mail on a reasonable basis as determined by
472 the Legal Assistance Office. The indigent offender will contact the Legal Assistance
473 Office for help in sending any approved legal mail. A record of such access will be
474 kept.

475

476 • Non-Legal Correspondence – Indigent offenders will be permitted access to one
477 postcard and subsequent postage per month. Offenders will complete an Indigent
478 Request Form for Mail Services and forward it to the appropriate Associate Warden or
479 designee. **This method of notification will be covered in offenders' orientation.**

480

481 *Adult Correctional Institutions:* **Written policy, procedure, and practice provide that**
482 **Indigent inmates, as defined in policy, receive a specified postage allowance to**
483 **maintain community ties [4-4489].**

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484 **Indigent Mail Protocol**

485

486 The Associate Warden or designee will ensure an offender has not used indigent mail
487 services in the calendar month by checking the offender's working file.

488

489 The Associate Warden or designee will then forward these forms to Inmate Accounts for
490 verification of indigence.

491

492 Once indigence is verified by Inmate Accounts, the form will be sent back to the Associate
493 Warden or designee who will issue one postcard to the offender.

494

495 After the offender has completed correspondence on the postcard, it will be given to the
496 Associate Warden or designee who will attach the completed Indigent Request Form for
497 Mail Services and forward it to the Mail Room.

498

499 The Associate Warden or designee will place a copy of the completed Indigent Request
500 Form for Mail Services in the offender's working file for tracking purposes.

501

502 The Mail Room will affix postage and keep on file all completed and verified Indigent
503 Request Forms for Mail Services.

504

505 The Mail Room will forward a detailed report to Inmate Accounts at the end of each month
506 reflecting all monies disbursed on indigent offender mail for reimbursement from the
507 Inmate Welfare Fund.

508

509 **Procedures for Publications**

510

511 *Adult Correctional Institutions:* **Written policy and procedure govern inmate access to**
512 **publications [4-4490].**

513

514 The Superintendent, Warden or designee will determine the number of publications
515 permitted in each offender's possession; however, the Corrections Investigation Division
516 will be responsible for ensuring that each offender is limited to ordering no more than
517 three soft cover books per month with their account funds.

518

519 At the discretion of the Superintendent, Warden or designee, hardback books must be
520 checked out from the institution or facility reading library.

521

522 Publications will come directly from a recognized publisher, distributor, or authorized
523 retailer.

524

525 Secondary markets such as eBay and auction sites are not authorized retailers or
526 distributors.

527

528 Used books are authorized provided they are shipped directly from a recognized
529 publisher, distributor or retailer.

530

531 Incoming publications will be pre-paid. Cash on Delivery (COD) orders, bill me later
532 orders, and contract purchases such as book clubs are prohibited and will be rejected and
533 returned to the sender.

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534 Such printed material must be read and inspected to discover contraband and
535 unacceptable depiction and literature.

536

537 Offenders will be permitted to receive through the mail, certain types of publications
538 containing pictures depicting nudity and some types of sexual acts unless the printed
539 material is refused under guidelines outlined in the "Refusal of Publication" section of this
540 SOP. These pictures should not be imposed on other offenders, staff or visitors by
541 displaying them where others may view them.

542

543 Newspaper clippings, magazine articles, cartoons or copies of material from the Internet
544 may be enclosed within personal mail; however, the content is subject to the procedures
545 for publications. Internet information about staff or other offenders is not authorized.
546 Offenders are not authorized to receive items from the MDOC Misnet.

547

548 Staff will not remove pages of any publication to make the publication acceptable. Staff
549 may remove stapled or perforated items including, but not limited to CDs, DVDs, free
550 product samples, calendars, advertising or promotional items.

551

552 **Refusal of Publication**

553

554 Only those publications which do not pose a threat to the maintenance of institutional
555 order and security will be allowed in a MDOC facility. Printed material that will not be
556 permitted in a MDOC facility or contract facility includes, but is not limited to the following:

557

- 558 • Escape plans or maps
- 559
- 560 • Plans to violate institutional or facility rules or disrupt work routines
- 561
- 562 • Introduction, purchase or instruction in the manufacturing of controlled dangerous
563 substances or alcohol
- 564
- 565 • Introduction of or instruction in the use of or manufacture of weapons, or instruction in
566 the use of martial arts
- 567
- 568 • Verbiage, which reasonably construed, is written for the purpose of communicating
569 information that could promote the breakdown of order through offender disruption
570 such as strikes, riots, or information of offender unrest
- 571
- 572 • Images depicting objectionable symbols, which upon display, could potentially cause
573 unrest or otherwise disturb the tranquility of the institution
- 574
- 575 • Presentation of sexual behavior which threatens the security or orderly running of the
576 institution or facility

577

578 The general standard to apply in determining whether or not **sexually explicit material** is
579 subject to rejection under this regulation includes, but is not limited to the following:

580

- 581 • Homosexuality (same sex as the recipient)
- 582 • Sadoomasochism
- 583 • Penetration of any body orifice

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- 584 • Bestiality
585 • Involving children
586

587 When a publication is refused, the offender and the publisher, distributor, or vendor will be
588 sent a notice of the received publication, date of receipt and reason for refusal.
589

590 **Procedures for Photographs**
591

592 The term "photograph" does not include pictures in publications or magazines.
593

594 Offenders will not be permitted to receive or possess photographs that expose the
595 genitals, genital areas (including pubic hair), anal area, cheeks of the buttocks, female
596 breasts (or breasts that are designed to imitate female breasts).
597

598 These areas must be covered with garments that can not be seen through.
599 Lingerie will not normally be acceptable, whether transparent or not.
600

601 Swimwear will only be acceptable if the overall context of the picture is reasonably related
602 to activities during which swimwear is normally worn.
603

604 Suggestive poses may be sufficient cause for rejection regardless of the type of clothing
605 worn.
606

607 If photographs are disapproved, the offender will be sent a notice of the photograph
608 receipt, date of receipt, and reason for disapproval.
609

610 Reasons for disapproval will include, but not be limited to:
611

- 612 • Multiple copies of the same photograph
613 • Hardback photographs that are subject to alteration or modification
614 • The context of the picture is reasonably related to security
615 • Threat Groups
616

617 **Offender to Offender Mail**
618

619 The Deputy Commissioner of Institutions or designee will ensure procedures govern
620 offenders' correspondence to other offenders within the same facility and institution.
621

622 All offenders who wish to correspond with one another and have a verifiable blood
623 relationship or have a verifiable legal reason for this correspondence (i.e., a court case or
624 assisting in a pending case), must forward an Inter-Facility Correspondence Request for
625 Approval form to the Superintendent, Community Corrections Director, Warden or
626 designee.
627

628 If the offenders requesting permission to correspond are housed at different institutions or
629 facilities, permission must be obtained from both of the Superintendents, Community
630 Corrections Directors, Wardens or designees of the different institutions or facilities.

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631 **Correspondence Courses**

632

633 All offenders wishing to receive Correspondence Courses must have a copy of the
634 approval on file in the mailroom.

635

636 Approval must be obtained on a case-by-case basis through the Chaplain's Department or
637 the Adult Basic Education Director or designee.

638

639 It will be the responsibility of the individual Superintendent, Warden or designee to
640 determine the level of material permitted to accumulate in his institution or facility.

641

642 **Offender E-Messaging**

643

644 Offenders will be allowed to receive e-messages through the AccessCorrections web site.

645

646 Upon receipt, messages will be approved or rejected by mailroom staff.

647

648 **Packages**

649

650 Offenders in institutions will not be allowed to receive packages.

651

652 **DOCUMENTS REQUIRED:**

653

- 654 Indigent Request Form for Offender Mail Services
- 655 Inter-Facility Correspondence Request for Approval Form
- 656 Legal and Official Mail Receipt
- 657 Offender Mail Forwarding Form
- 658 Outgoing Inmate Package Inventory Form
- 659 Staff/Offender ARP Legal/Official Mail Log

660

661 As required by this procedure and through the chain of command

ENFORCEMENT AUTHORITY	
Reviewed and Approved for Issuance	 Deputy Commissioner of Institutions
	01/31/14 Date