



MISSISSIPPI DEPARTMENT  
OF  
CORRECTIONS

POLICY NUMBER  
31-01

AGENCY WIDE

OFFENDER MAIL SERVICES

INITIAL DATE  
12-01-1982

ACA STANDARDS: 2-CO-5D-01, 4-4487 thru 4-4496, 4-ACRS-6A-06 thru  
4-ACRS-6A-09

EFFECTIVE DATE  
08-01-2011

STATUTES:

NON-RESTRICTED

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1 **POLICY:**

2  
3 It is the policy of the Mississippi Department of Corrections (MDOC) to provide offender mail  
4 services.

5  
6 **DEFINITIONS:**

7  
8 None

9  
10 **PRECEPTS:**

11  
12 *Administration of Correctional Agencies (Central Office):* There is an agency policy  
13 concerning mail, telephone, and visiting services for inmates/juveniles/residents. At a  
14 minimum, this policy includes instructions concerning mail inspection, public phone  
15 use, and visiting practices [2-CO-5D-01].

16  
17 *Adult Correctional Institutions:* Written policy and procedure govern inmate  
18 correspondence [4-4487].

19  
20 *Adult Correctional Institutions:* When the inmate bears the mailing cost, there is no limit on  
21 the volume of letters the inmate can send or receive or on the length, language, content,  
22 or source of mail or publications except when there is reasonable belief that limitation is  
23 necessary to protect public safety or institutional order and security [4-4488].

24  
25 *Adult Correctional Institutions:* Written policy, procedure, and practice provide that indigent  
26 inmates, as defined in policy, receive a specified postage allowance to maintain  
27 community ties [4-4489].

28  
29 *Adult Correctional Institutions:* Written policy and procedure govern inmate access to  
30 publications [4-4490].

31  
32 *Adult Correctional Institutions:* Written policy, procedure, and practice provide that inmate  
33 mail, both incoming and outgoing, may be opened and inspected for contraband. Mail is  
34 read, censored, or rejected based on legitimate institutional interests of order and  
35 security. Inmates are notified when incoming or outgoing letters are withheld in part or  
36 in full [4-4491].

37  
38 *Adult Correctional Institutions:* Written policy, procedure, and practice specify that inmates  
39 are permitted to send sealed letters to a specified class of persons and organizations,  
40 including but not limited to the following: courts; counsel; officials of the confining  
41 authority; state and local chief executive officers; administrators of grievance systems;

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42 and members of the paroling authority. Staff, in the presence of the inmate, may be  
43 allowed to inspect outgoing privileged mail for contraband before it is sealed. Mail to  
44 inmates from this specified class of persons and organizations may be opened only to  
45 inspect for contraband and only in the presence of the inmate, unless waived in writing,  
46 or in circumstances which may indicate contamination [4-4492].

47  
48 *Adult Correctional Institutions:* Written policy, procedure, and practice provide for the  
49 inspection of inmate letters and packages to intercept cash, checks, and money orders  
50 [4-4493].

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

53  
54 *Adult Correctional Institutions:* Written policy, procedure, and practice require that,  
55 excluding weekends and holidays or emergency situations, incoming and outgoing  
56 letters are held for no more than 24 hours and packages are held for no more than 48  
57 hours [4-4495].

58  
59 *Adult Correctional Institutions:* Written policy, procedure, and practice provide for  
60 forwarding first-class letters and packages after an inmate's transfer or release [4-4496].

61  
62 The Commissioner will ensure that the Deputy Commissioner of Institutions and the Deputy  
63 Commissioner of Community Corrections or designees establish written procedures for offender  
64 mail services.

65  
66 Procedures for the establishment and operation of offender mail services include, but are not  
67 limited to:

- 68  
69 • Mail categories (privileged, legal, official, general)  
70 • Restrictions (mail or letter)  
71 • Handling of mail  
72 • Mail inspection (outgoing and incoming)  
73 • Indigent offender mail  
74 • Publications  
75 • Mail distribution and collection  
76 • Offender to offender mail  
77 • Correspondence courses

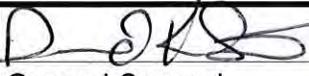
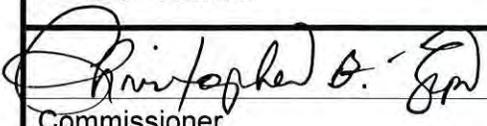
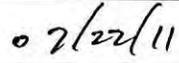
78  
79 **DOCUMENTS REQUIRED:**

80  
81 As required by this policy and through the chain of command.

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**ENFORCEMENT AUTHORITY**

All standard operating procedures (SOPs) and/or other directive documents related to the implementation and enforcement of this policy will bear the signature of and be issued under the authority of the Deputy Commissioner of Institutions and the Deputy Commissioner of Community Corrections.

<b>Reviewed and Approved for Issuance</b>	 General Counsel	 Date
	 Commissioner	 Date