POLICY:

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

DEFINITIONS:

None

PRECEPTS:

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

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

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

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

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

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

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

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

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

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

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

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

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

• Mail categories (privileged, legal, official, general)
• Restrictions (mail or letter)
• Handling of mail
• Mail inspection (outgoing and incoming)
• Indigent offender mail
• Publications
• Mail distribution and collection
• Offender to offender mail
• Correspondence courses

DOCUMENTS REQUIRED:

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

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<thead>
<tr>
<th>Reviewed and Approved for Issuance</th>
<th>Date</th>
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<tbody>
<tr>
<td>General Counsel</td>
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