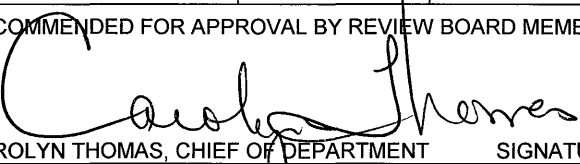
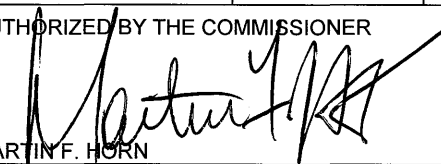




THE CITY OF NEW YORK  
DEPARTMENT OF CORRECTION



## DIRECTIVE



<input type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> REVISED			SUBJECT		
EFFECTIVE DATE <b>05/15/09</b>		*TERMINATION DATE / /		<b>RECEIVING AND SENDING INMATE PACKAGES</b>	
CLASSIFICATION # <b>4002R-B</b>	SUPERSEDES <b>4002R-A</b>	DATED <b>06/21/05</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER  CAROLYN THOMAS, CHIEF OF DEPARTMENT    SIGNATURE			AUTHORIZED BY THE COMMISSIONER  MARTIN F. HORN    SIGNATURE		

### I. PURPOSE

- A. To state the policy of the Department of Correction (DOC) concerning the receipt of inmate packages and the mailing of packages by inmates.
- B. To provide procedures that indicate the manner and means by which inmates shall be permitted to receive and send packages.

### II. POLICY

- A. Inmates incarcerated within the jurisdiction of the Department shall be permitted to receive packages from and send packages to any person, except:
  1. An employee of the Department or an employee of any organization dealing with the Department in an official capacity directly related to the care, custody or control of inmates; or
  2. When there is reasonable belief that limitation is necessary to protect public safety or maintain facility order and security.
- B. Incarcerated inmates may send packages to other incarcerated inmates under the conditions set forth in this Directive.
- C. The cost incurred in sending outgoing packages shall be borne by the inmate. Costs are defined as the price paid for the packaging materials and all other expenses necessary and directly incurred in the course of the operation and management of the outgoing package handling area.

	EFFECTIVE DATE <b>05/15/09</b>	SUBJECT <b>RECEIVING AND SENDING INMATE PACKAGES</b>		
	CLASSIFICATION # <b>4002R-B</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>2</b> OF <b>14</b> PAGES	



## II. POLICY (cont.)

- D. The Department may impose reasonable restrictions on the number, type, frequency and contents of packages sent or received. These restrictions may vary from facility to facility depending on institutional type and may be based on a number of factors, such as space, layout, equipment, personnel, staffing levels, procedures, etc. In any event, incoming or outgoing Cash on Delivery (C.O.D.) packages will not be accepted.
- E. The mode of delivery and receipt of packages may be regulated by the Department in order to prevent the introduction of explosives or other forms of dangerous contraband within the facility and/or administrative areas.
- F. The contents of packages shall be monitored and examined by the Department in order to prevent items of criminal and/or dangerous nature from entering or leaving the confines of a facility.
- G. The contents of any package, received or sent, shall not be in violation of federal, state or local laws and shall not endanger the public safety or the security or welfare of the facility, its employees, volunteers, visitors or inmates, or have the potential, alone or in combination, to do so.
- H. Receipts shall be provided for personally delivered packages. (See Attachment D, Form #4002, PACKAGE RECEIPT)
- I. The guidelines and procedures set forth in this Directive apply to institutional facilities whose main purpose is the housing of detention and/or sentenced inmates.
- J. Special guidelines and procedures may apply to hospitals, hospital prison wards, and mental health facilities and may vary for detention inmates as compared to sentenced inmates.

## III. GUIDELINES

### A. Package Specifications

- Any package mailed to an inmate is not to exceed fifteen (15) pounds and shall be less than twenty-four inches (24") wide, twelve inches (12") high and twenty-four inches (24") deep (four cubic feet). These limitations are required due to the necessity for fluoroscoping as well as to enable easy handling and the efficient use of available space in the various phases of operation.

	EFFECTIVE DATE <b>05/15/09</b>	SUBJECT <b>RECEIVING AND SENDING INMATE PACKAGES</b>		
	CLASSIFICATION # <b>4002R-B</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>3</b> OF <b>14</b> PAGES	

### III. GUIDELINES (cont.)

2. Any postal or delivery service packages, received or shipped, must be paper wrapped and/or tape sealed, corrugated or heavy cardboard boxes, and have proper and complete addressee and addressor information as well as any significant precautionary markings.
3. All packages, received from visitors, shall be properly paper bagged and bear complete addressee and addressor information to insure that the contents can be examined and delivered to the intended inmate in the best possible condition in the minimum amount of time.



#### B. Drug Contraband

In order to enhance the reduction and control of contraband drugs being concealed in inmate(s) incoming correspondence and packages, the following will be adhered to:

1. All incoming inmate correspondence and packages to Rikers Island shall be forwarded to Trailer "B" located at the Queens Abutment.
2. The Canine Unit will be deployed for a narcotics scent detection of all correspondence and packages prior to being released to the facilities and/or divisions.
3. Upon completion of the canine narcotics scent detection, the Special Operations Division (SOD) will notify the affected commands to retrieve their inmate correspondence and packages.
4. Under no circumstances will inmate correspondence or packages be retrieved directly from the United States Postal Service (USPS) by the individual commands and divisions on Rikers Island.

#### C. General Rules on Incoming Package Contents

1. Non-permissible items shall be returned to the visitor or to the sender, or donated to an outside charitable organization or destroyed, as the inmate wishes. When returned to the sender, the expense shall be borne by the inmate. When returned, donated or destroyed as the inmate wishes, the inmate shall sign a dated log indicating and verifying the inmate's selection, and also sign Form #420A, REMOVAL OF NON-PERMISSIBLE ITEM(S).
2. Packages may not contain items available in the commissary or items provided by the Department.

	EFFECTIVE DATE <b>05/15/09</b>	SUBJECT <b>RECEIVING AND SENDING INMATE PACKAGES</b>		
	CLASSIFICATION # <b>4002R-B</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>4</b> OF <b>14</b> PAGES	



### III. GUIDELINES (cont.)

3. No foods, baking and/or cooking ingredients are permitted.
4. No vitamins, pills, drugs or medication of any kind are permitted.
5. No can-type container having metallic parts, no metal, ceramic or glass containers or aerosol-type containers are permitted.
6. When an examination, fluoroscopic or otherwise, reveals the possible presence of an explosive device, the package shall not be opened, or the opening process shall be discontinued. The area shall be evacuated and any person delivering such a package shall be detained. The facility's bomb threat procedures shall be immediately put into effect.
7. The Department shall have the right to deny those items that are approved if by the design of the item's package or container the general welfare of the facility, employees or inmates may be threatened. (Example: trigger-type apparatus; pin-hole squeezable containers, etc.)

### IV. PROCEDURES

#### A. Outgoing Packages

1. Each housing facility shall establish an outgoing package handling area which shall be properly stocked with packaging and shipping materials and equipment, e.g., cardboard boxes, tape, wrapping paper, weight scales, labels, postage meters, etc. Each facility shall consider the use of mailing kits, which shall be purchasable and charged to the inmate's account.
2. Inmate packages shall be permitted to be sent through the U.S. Postal Service at the inmate's expense.
3. All package handling personnel shall be charged with the responsibility of properly enforcing the rules and procedures governing this area and with the accountability or the use of postage meters and other Departmental property used in this area.
4. All package handling personnel shall be responsible for sending out inmate packages and for activating the institutional procedure by which the packages are made available for pick-up by the addressee.

	EFFECTIVE DATE <b>05/15/09</b>	SUBJECT <b>RECEIVING AND SENDING INMATE PACKAGES</b>		
	CLASSIFICATION # <b>4002R-B</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>5</b> OF <b>14</b> PAGES	



#### IV. PROCEDURES (cont.)

5. Based on a number of factors (space, equipment, personnel, procedures, etc.) in each respective housing facility, some limitations on the number and/or frequency of packages and/or shipments may have to be established.
6. Inmates sending out a package shall have the intended contents inspected, examined, wrapped, sealed and addressed in their presence. When necessary, each package shall be weighed and postage affixed. The inmate's account shall be debited for the entire cost of materials, packaging and shipping whether by mail or pick-up by the addressee.
7. The signature of the inmate will be affixed to the outgoing package logbook attesting that all contents were wrapped and sealed and that all procedures were performed satisfactorily. The logbook will also include the following: the date, the inmate's name and number, the contents of the package, the name and address of the recipient (number, if the sender is another inmate), the cost for packaging, the cost for shipping and the name and identification number of employee handling the transaction.

#### C. Incoming Packages



1. Each facility shall establish an incoming package handling area where all inmate packages are to be delivered or received.
2. In the handling area, proper records shall be maintained showing the date and time of the receipt of packages, and the name (and book and case number, if the sender is another inmate) and address of the sender and the recipient.
3. Inmates may receive packages via the U.S. Postal Service or delivery service, or via delivery by a visitor to a housing facility during regularly scheduled visiting hours.
4. If necessary for a court appearance on the following day, clothing packages may be hand delivered at any time between 0800 and 2100 hours and during any additional hours deemed appropriate by the Department. Packages containing clothing needed for a recall court appearance or other emergency may be delivered for an inmate provided the package is received at the housing facility at least two (2) hours before the scheduled time of departure.

Note: The Department cannot guarantee that property delivered after 1500 hours will be delivered to the inmate for a court appearance the next day.

	EFFECTIVE DATE <b>05/15/09</b>	SUBJECT <b>RECEIVING AND SENDING INMATE PACKAGES</b>		
	CLASSIFICATION # <b>4002R-B</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>6</b> OF <b>14</b> PAGES	



#### IV. PROCEDURES (cont.)

5. Visitors bringing a package may be required to have the package pre-inspected at a central reception point.
6. All inmate packages received at the facility must have the sender's name (and book and case number, if the sender is another inmate) and address and the recipient's name and number clearly marked on the outside.
7. A receipt for a package and its contents shall be provided for each personally delivered package and for each package received from a visitor. (See Attachment D, Form #4002, PACKAGE RECEIPT)
8. In all cases, a Correction Officer shall be present during all inspections. A search of each package shall first be made by means of the fluoroscope, but each package shall also be opened and the contents examined and inspected whether or not the fluoroscopic examination reveals the presence of contraband, or whether or not there is some question or suspicion as to the contents. The presence of the visitor is required when a package has been hand delivered and is opened for inspection. It is emphasized here that the fluoroscope is limited in its ability to reveal certain types of contents, and complete reliance on this equipment is not recommended.
9. Sealed correspondence, enclosed in packages opened for inspection, shall not be opened except in the presence of the intended inmate or pursuant to a lawful search warrant or the warden's written order articulating a reasonable basis to believe that the correspondence threatens the safety or security of the facility, another person, or the public. Refer to Directive 4001R-A, entitled INMATE CORRESPONDENCE, for guidelines and procedures regarding the reading of incoming correspondence. Any correspondence may be manipulated or inspected without opening and subjected to any non-intrusive devices.
10. Correspondence, enclosed in packages received via U.S. Mail, shall be delivered to the inmate with the opened, inspected package. If the correspondence is sealed, it shall be opened in the inmate's presence. However, sealed or unsealed correspondence enclosed in packages shipped via U.S. Postal Service is in violation of U.S. Postal Regulations. A proper record of such proceedings may be maintained, the correspondents may be identified, and the Postal Authorities may be notified for proper disposition.

	EFFECTIVE DATE <b>05/15/09</b>	SUBJECT <b>RECEIVING AND SENDING INMATE PACKAGES</b>		
	CLASSIFICATION # <b>4002R-B</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>7</b> OF <b>14</b> PAGES	

#### IV. PROCEDURES (cont.)

11. When any item found in an incoming package involves a criminal offense, it shall be confiscated, identified and forwarded to the appropriate authority for possible criminal prosecution of the parties participating in the offense. Appropriate chain of custody procedures shall be followed for all evidence in accordance with Operations Order #05/07, entitled CRIME SCENE INCIDENT MANAGEMENT.
12. When a non-permissible item is discovered in any incoming visitor delivered package, but it does not constitute a criminal offense, the item(s) shall be removed and returned to the visitor. When the package has been delivered by mail or delivery service, or the visitor is not present, the item(s) shall be returned to the sender at the inmate's expense, or donated to an outside charitable organization, or destroyed, as the inmate desires. A record of all such transactions shall be entered into a permanent, dated log and verified by the inmate's signature.
13. The contents of all acceptable packages and all acceptable items shall be transferred to brown kraft bags which shall be properly marked and closed to ensure that each inmate receives his/her respective goods without loss of permissible items.
14. Inmates may receive publications from any source, except when there is substantial belief that limitation is necessary to protect public safety or maintain facility order and security.
15. All inmates shall receive their incoming packages within forty-eight (48) hours after receipt by the facility. All inmates shall receive daily publications promptly when received separately and the facility shall make its best effort to do so within twenty-four (24) hours of receipt. Other publications shall be delivered within the forty-eight (48) hour limit. Delivery of publications may be censored or delayed if it contains material that may compromise the safety and security of the facility.
16. When a package is received for a released inmate, the package shall not be accepted. When a package is received for a transferred inmate, the package shall be time-stamped and dispatched promptly to the facility the inmate was transferred to.



	EFFECTIVE DATE <b>05/15/09</b>	SUBJECT <b>RECEIVING AND SENDING INMATE PACKAGES</b>		
	CLASSIFICATION # <b>4002R-B</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>8</b> OF <b>14</b> PAGES	

#### IV. PROCEDURES (cont.)

##### D. Appeal

1. Within twenty-four (24) hours after the removal of any item(s) from an incoming mail package, the intended inmate, the Board of Correction and the General Counsel shall be given written notification of such removal. Such notice may be delayed, if necessary, to prevent interference with any ongoing criminal investigation. Form #420A (English), REMOVAL OF NON-PERMISSIBLE ITEM(S) (Attachment A), shall be prepared in quadruplicate for the following distribution:
  - a. original copy to the inmate's folder;
  - b. one (1) copy to the inmate;
  - c. one (1) copy to the Board of Correction;
  - d. one (1) copy to the General Counsel.
2. When it is necessary to use Form #420B (Spanish) REMOVAL OF NON-PERMISSIBLE ITEM(S), the information entered shall be in Spanish and also prepared in quadruplicate. The corresponding Form #420A (English) shall also be prepared in quadruplicate and the information shall be in English. (See Attachments A & B.) Distribution shall be made by the Office of the Commanding Officer.
3. The notice, REMOVAL OF NON-PERMISSIBLE ITEM(S), shall include the following information:
  - a. The name (and book and case number, if the sender is another inmate) and address of the sender;
  - b. The inmate's name and book and case number (sentenced - use sentence number; detention - use book and case number);
  - c. The item(s) removed;
  - d. The reason(s) for removal;
  - e. The disposition of the item(s);



	EFFECTIVE DATE <b>05/15/09</b>	SUBJECT <b>RECEIVING AND SENDING INMATE PACKAGES</b>		
	CLASSIFICATION # <b>4002R-B</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>9</b> OF <b>14</b> PAGES	



#### IV. PROCEDURES (cont.)

f. The appeal procedure:

- i. The removal of the item(s) from an incoming package may be appealed to the Board of Correction by the affected person;
- ii. The affected person shall be advised that notice of the intent to appeal the removal must be given, in writing, to the facility, to the Department, and to the Board of Correction.
- iii. After notice is filed, the appeal may be submitted, and the Department, the facility, and any affected person may submit to the Board for its consideration any additional relevant material.
- iv. The Board of Correction, or its designee, shall issue a written response on the appeal within fourteen (14) business days after receiving notice of the appeal.



#### E. Unclaimed Packages

1. The use of Form #434, entitled UNCLAIMED PACKAGE NOTICE INMATE OR VISITOR (Attachment C) is used to expedite the movement of unclaimed packages.
2. This form is prepared in order to notify an inmate or visitor of a package unclaimed by the intended inmate recipient.
3. The form is self-explanatory and requires the signature of the inmate or visitor to whom the form is addressed.
4. The form shall be prepared in duplicate. The original shall be sent to the inmate or the visitor, as the case may be, and one (1) copy, the duplicate, shall be held in the file until disposition of the package. Upon disposition of the package, and depending on the situation, one (1) copy or both copies shall be held to verify the disposition proceedings.
5. Inmates and visitors will have one hundred twenty (120) days from the date of the notice to claim a package. If it is not claimed within 120 days, it shall be sent by the facility to the Inmate Property Unit for handling and disposal.

	EFFECTIVE DATE <b>05/15/09</b>	SUBJECT <b>RECEIVING AND SENDING INMATE PACKAGES</b>		
	CLASSIFICATION # <b>4002R-B</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>10</b> OF <b>14</b> PAGES	

## V. PERMISSIBLE PACKAGE ITEMS AND THE MAXIMUM AMOUNTS ALLOWED

1. Permissible items shall include the articles listed below and the maximum amounts allowed. Any article received above the maximum allowance, shall be deemed excessive. Said articles shall be confiscated and processed according to the procedures outlined in this Directive.
2. All items of clothing (for the same sex as the inmate whom clothing is sent or brought) that are generally acceptable in public and that do not constitute a threat to the safety of the facility shall be allowed in packages. However, sentenced inmates shall be required to wear institutional clothing except when making an appearance for court or attending a permitted significant family event. Civilian clothing shall be stored in the civilian clothes box.
3. Items marked with an asterisk (\*) are not allowed for any sentenced inmate unless he/she is scheduled for court or is going to attend a significant family event.
  - A. Personal Items – no additional clothing, footwear or accessory is permitted in the SRG colors of red, yellow, and light blue.
    1. \*One Coat (Non-uniform, No Blue or Camouflage, No leather, “Carhart” “Dickies” or Bubble Coats, etc.)
    2. \*One Suit Jacket (Non-Uniform, No Blue or Camouflage, No leather or “Carhart”).
    3. \*One Pair of Gloves (For outdoor cold weather, October-April). No work or leather gloves, knit type only.
    4. \*One Hat/Cap (Non-uniform, no stocking type caps).
    5. \*One Raincoat (Non-Uniform or reversible, no black, no camouflage and no hoods).
    6. \*\* One pair of Shoes or Sneakers, (No hollow chambers or platform soles, Converse All-Stars high tops, New Balance, Nike or Adidas sneakers or boots, to be used for on-trial court appearances or a significant family event.
    7. \*\* Two sets of shoelaces to be used for on-trial court appearance or a significant family event.
    8. Four sets of underclothing (In accordance with the inmate’s sex unless otherwise approved by medical).
    9. Four pairs of socks.



	EFFECTIVE DATE <b>05/15/09</b>	SUBJECT <b>RECEIVING AND SENDING INMATE PACKAGES</b>		
	CLASSIFICATION # <b>4002R-B</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>11</b> OF <b>14</b> PAGES	

**V. PERMISSIBLE PACKAGE ITEMS AND THE MAXIMUM AMOUNTS ALLOWED  
(cont.)**

10. Four pairs of Stockings, Panty hose, Knee-hi's (Combination) - (female only).
11. Two pairs of pajamas (men).
12. Two nightgowns or two pairs of pajamas (female only).
13. One bathrobe.
14. One Housecoat (female only).
15. \*Two sweaters/sweatshirts (combination) (sweatshirts - no hoods or pockets).
16. \*Two pairs of Shorts or Cut-off Long Pants.
17. \*Four pairs of pants (Non-uniform, no dark blue or camouflage).
18. \*Four shirts/blouses (Non-uniform, no white, dark blue or camouflage).
19. \*Four dresses (female only).
20. \*Four skirts (female only).
21. \*One Belt (Maximum 1 ½" wide, buckle maximum 2 ¼ " x 2", Non-elastic).
22. \*One tie (No black) (male only) (Not allowed for inmates housed in mental health observation).
23. Two handkerchiefs (white only).
24. Two scrunchies (ponytail holder).

Note: For items marked with two asterisks (\*\*) the following applies:

\*\* Inmates are not permitted to wear personal footwear, except for scheduled on-trial court appearances or significant family events. Upon admission all inmates are issued one pair of Department issue footwear. All inmates are allowed to have one (1) pair of personal footwear in their property, which will only be re-issued for scheduled on-trial court appearances or significant family events.

	EFFECTIVE DATE <b>05/15/09</b>	SUBJECT <b>RECEIVING AND SENDING INMATE PACKAGES</b>		
	CLASSIFICATION # <b>4002R-B</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>12</b> OF <b>14</b> PAGES	

## V. PERMISSIBLE PACKAGE ITEMS AND THE MAXIMUM AMOUNTS ALLOWED (cont.)

### B. Printed Material

1. An inmate may receive or send any amount of correspondence. There is no restriction as to the language in which the correspondence is written.
2. There is no limit on the amount of legal material and law books or legal publications an inmate may receive provided that no package may exceed fifteen pounds (15 lbs.) and each package must be less than twenty-four inches (24") wide, twelve inches (12") high, and twenty-four inches (24") deep. Inmates may receive one cubic foot (12 inches X 12 inches X 12 inches) of non-legal printed materials, including soft and hardcover books, magazines, newspapers, periodicals, pamphlets, advertisements and other printed articles, in any combination.
3. Storage of legal material and law books or legal publications in living quarters must conform to one (1) cubic foot. If legal material exceeds this limit, alternate storage must be provided by the facility.



### C. Jewelry

Although the Department discourages inmates from receiving and possessing jewelry, inmates may receive the following items of jewelry.

1. One watch (date, and time functions only – maximum value \$ 50).
2. One wedding band (no stones or protrusions – maximum value \$ 150).
3. One religious medal (no stones, pins, or protrusions) if worn around neck, a thin chain no longer than twenty-six (26) inches may be worn (maximum value \$ 50).

### D. Miscellaneous

1. One calendar
2. Six pencils (No erasers, no metal parts)
3. Six charcoal sketch pencils
4. Two erasers (Gum, rubber, or ink)

	EFFECTIVE DATE <b>05/15/09</b>	SUBJECT <b>RECEIVING AND SENDING INMATE PACKAGES</b>		
	CLASSIFICATION # <b>4002R-B</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>13</b> OF <b>14</b> PAGES	

## V. PERMISSIBLE PACKAGE ITEMS AND THE MAXIMUM AMOUNTS ALLOWED (cont.)

5. Three composition books
  6. Six pads (drawing, legal and writing)
  7. One pack of writing paper
  8. Ten envelopes
  9. One ruler (No metal or metal edge)
  10. One portfolio (legal size, cardboard only)
  11. One pair of Prescription eyeglasses
- E. Photographs may be placed on the top of desks, provided that they are not affixed with toothpaste or other vermin attracting material. Nude photographs may not be displayed in an area which is visible to persons passing by the inmates cell or living area. Inmates may not possess or receive photographs that include pictures of themselves. Polaroid photographs are prohibited.



## VI. REFERENCES\*

- A. Operations Order #05/07, entitled CRIME SCENE INCIDENT MANAGEMENT, dated 05/08/07.
- B. Directive #4001R-B, entitled INMATE CORRESPONDENCE, dated 03/16/09.

\* In the event that a reference is superseded, the successor document shall apply.

## VII. ATTACHMENTS

- A. Form #420A, REMOVAL OF NON-PERMISSIBLE ITEM(S) (English).
- B. Form #420B, REMOVAL OF NON-PERMISSIBLE ITEM(S) (Spanish).
- C. Form #434, UNCLAIMED PACKAGE NOTICE INMATE OR VISITOR.
- D. Form #4002, PACKAGE RECEIPT.

	EFFECTIVE DATE <b>05/15/09</b>	SUBJECT <b>RECEIVING AND SENDING INMATE PACKAGES</b>		
	CLASSIFICATION # <b>4002R-B</b>			
	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>14</b> OF <b>14</b> PAGES	

### VIII. SUPERSEDES

Directive #4002R-A entitled, RECEIVING AND SENDING INMATE PACKAGES, dated 06/21/05 (as amended).



ATTACHMENT - A

**CITY OF NEW YORK  
DEPARTMENT OF CORRECTION**

Form : #420A



**REMOVAL OF NON-PERMISSIBLE ITEM(S)  
INCOMING CORRESPONDENCE/PACKAGE**

Rev. : 05/15/09

Ref. : 4002R-B

FACILITY:

DATE:

 Check Where  Correspondence  
 Applicable:  Package

Inmate's Name:

NYSID #:

Book and Case #:

Location:

The following item(s) were found in your incoming  correspondence  package and are prohibited by Institutional and/or Department of Correction regulations:

These item(s) were sent to you by:

Sender's Name:

Sender's Address:

These item(s) may be returned to the sender at your expense, donated to a charitable organization or destroyed. Please check your choice:

Return Donate Destroy 

Inmate's Signature:

Date:

Officer's Signature:

Date:

- Appeal:**
1. You may give notice in writing to the Department of Correction (Facility Commanding Officer) and to the Board of Correction (51 Chambers Street, New York, N.Y. 10007), of your intention to appeal the removal of the item(s).
  2. You and the Department of Correction may submit to the Board of Correction any relevant material in addition to this written determination.
  3. The Board of Correction, or its designee, will issue a written response on your appeal within fourteen (14) days after receiving notice of your requested review.

**DISTRIBUTION:** Original copy to inmate's folder.  
 One (1) copy to inmate.  
 One (1) copy to Board of Correction.  
 One (1) copy to General Counsel.

**INSTRUCTIONS:** Clearance and distribution shall be made by the Office of the Facility Commanding Officer.



ATTACHMENT B

**CITY OF NEW YORK  
DEPARTMENT OF CORRECTION**

Form : #420B



**REMOVIMIENTO DE ARTICULOS NO PERMITIDOS  
CORESPONDENCIA/PAQUETE RECIVIDOS**

Rev. : 05/15/09

Ref. : 4002R-B

FACILIDAD:

FECHA:

 Subrayar la palabra  Correspondencia  
 apropiada:  Paquete

Nombre del Recluso:

Numero:

Celda:

El (Los) siguiente articulo(s) fue(ron) encontrado en su  correspondencia  paquete y está prohibido por las reglas Institucionales y por El Departamento de Correcion:

El (Los) articulo(s) fue(ron) mandado por:

Nombre:

Dirección:

El (Los) articulo(s) puede(n) ser devuelto(s) a la persona quien lo mandó por el gasto suyo, donad a una organizacion de caridad o destruidos.

Marque la palabra apropiada:

Devuelto Donarlo Destruirlo 

Firma del Recluso:

Fecha:

Firma del Oficial:

Fecha:

- Apelacion:**
1. Usted puede darle aviso por escrito al Departamento de Corrección (al Comandante de la Institución) y a la Junta de Corrección (51 Chambers Street, New York, N.Y. 10007), de su intencion de apelar la mudanza del articulo(s).
  2. Usted y el Departamento de Corrección pueden someter a la Junta de Corrección cualquier material pertinente además de esta determinacion escrita.
  3. La Junta de Corrección o su designado dará una repuesta escrita sobre su apelación dentro de catorce (14) dias del recibido del aviso para revisar.

**DISTRIBUCION:** Original al record del recluso.  
 Una (1) copia al recluso.  
 Una (1) copia para Board of Correction  
 Una (1) copia para General Counsel.

**INSTRUCCIONES:** La Oficina del Comandante de la Institucion se hara cargo de la autorizacion y distribucion de la forma.





ATTACHMENT C

**CITY OF NEW YORK  
DEPARTMENT OF CORRECTION**

Form : #434



**UNCLAIMED PACKAGE NOTICE  
INMATE or VISTOR**

Rev. : 05/15/09

Ref. : 4002R-B

FACILITY:

DATE:

**INSTRUCTIONS: Complete All Applicable sections.**

**CHECK APPROPRIATE BOX: Inmate  See 1a      Visitor  See 1b**

Inmate's Name:

Number:

1a. Please be advised that a package was received for you on \_\_\_\_\_  
(Date)  
\_\_\_\_\_  
(Name of Sender)

Visitor's name

Address

1b. Please be advised that the package you left for \_\_\_\_\_  
(Name of Inmate)  
\_\_\_\_\_ on \_\_\_\_\_ was undelivered because  
(Number of Inmate) (Date)

2. It may be claimed in the Facility Package Room, Monday through Friday, 8:00 AM to 9:00 PM and on Saturday and Sunday, from 8:00 AM to 4:00 PM.

3. Please check the box which describes the action you want taken in reference to the package. Sign this form and return it in a self-addressed stamped envelope enclosed. You have the option of disposing of the package in the following manner:

Will Pick Up       Donate       Destroy       or

4. Bring this notice with you as authorization to pick up the package.

5. You have one hundred twenty (120) days from the date of this notice to claim your package. If it is not claimed within one hundred twenty (120) days, it will be sent to the Inmate Property Unit for handing and disposal.

SIGNATURE (Inmate or Visitor)

DATE:

NEW YORK CITY DEPARTMENT OF CORRECTION  
PACKAGE RECEIPT

Inmate Name:	Sent By/Visitors Name:	
B&C #	Housing Location:	Address:

Only the Items Listed Below are Permitted to be Received from Visit / Mail Packages. See the footnotes in the "Exclusions" column.

ITEM	Exclusions	Maximum Allowed	Received
Bathrobe	(1), (6)	1	
Belt (No Elastic, Maximum buckle size 1 1/2" x 2 1/4" x 2")	(1), (3), (6)	1	
Blouses / shirts	(1), (6)	4	
Coat	(1), (6)	1	
Gloves (October - April only) No work or leather gloves, knit type only	(1), (6)	1 pair	
Handkerchief (white only)		2	
Hats / caps (non uniform and stocking type caps)	(1), (6)	1	
Suit Jacket/Blazer	(1), (6)	1	
Pajamas	(1), (6)	2 pairs	
Pants / Slacks	(1), (6)	4 pairs	
Raincoat (no reversible, no hoods)	(1), (6)	1	
Scrunchies (ponytail holder)	(1)	2	
Shoelaces	(1), (2), (6)	2 pairs	
Shorts or cut-off long pants	(1), (6)	2 pairs	
Shower Slippers (thong type only)	(1)	1 pair	
Shoes / Sneakers (No hollow chambers or platform soles, Converse All-Stars high tops, New Balance, Nike or Adidas sneakers or boots)	(1), (2), (6)	1 pair (either/or)	
Socks	(1)	4 pairs	
Sweater / sweatshirt (sweatshirts – no hood or pockets)	(1), (6)	Combination of 2	
Tie – no black (males only)	(1), (3), (6)	1	
Underclothing (in accordance with inmates sex unless approved by medical)	(1)	4 sets	
***Females only***			
Dresses	(1), (5), (6)	4	
Skirts	(1), (5), (6)	4	
House coat	(1), (5), (6)	1	
Nightgown	(1), (5), (6)	2	
Stockings, pantyhose, knee-hi's	(1), (5)	Any Combination of 4	
***Educational / misc. Items***			
Charcoal sketch pencils	(6)	6	
Composition books	(6)	3	
Erasers (gum, rubber or ink)	(6)	2	
Drawing, legal and writing pads		6	
Pencils (no erasers and metal parts)	(6)	6	
Portfolio (legal size, cardboard only)	(6)	1	
Rulers (no metal or metal edge)	(6)	1	
Writing paper	(6)	1 pack	
*** Miscellaneous items ***			
Legal Paperwork	24"x24"x12" or 15lbs.		
Calendar	(6)	1	
Envelopes		10	
Prescription eyeglasses	(1), (3)	1 pair	
Publications	(4)	Maximum of 12"x12"x12"	
Watch (Date and Time functions only)	Maximum value \$50.00	1	
Wedding Band (No stones, no or protusions)	Maximum value \$150.00	1	
Religious Medal (No stones, pins or protusions. Thin chain no longer than 26")	Maximum value \$50.00	1	

Staff Member Name, Rank, Shield #: \_\_\_\_\_

Date: \_\_\_\_\_

Inmate signature: \_\_\_\_\_

Date: \_\_\_\_\_

- (1) **Clothing/Footwear/Accessory:** No-Uniform type (Camouflage, Navy Blue, etc.) or Heavy Work Wear (Carhart, Dickies or Bubble Coats); No Security Risk Group colors of Red, Yellow, or Light Blue; No Reversible Clothing.
- (2) **Footwear:** will be accepted for On-trial court appearances and Significant Family Events only and shall **NOT** have any hollow chambers, platform soles or heels.
- (3) **Shoelaces, Belts, Neck Ties, or other items** determined by a Physician to pose a risk to an inmate in Mental Observation Housing or on a Suicide Watch will not be accepted.
- (4) **Publications:** that pose a risk to the safety and security of the facility (Security Risk Group Publications, Locksmith, Weapons manufacturing, Security Systems, etc.) will not be accepted.
- (5) **Not permitted for male inmates**
- (6) **Not permitted for Punitive Segregation or Sentenced Inmates,** will be accepted for On-trial court appearances and Significant Family Events only.