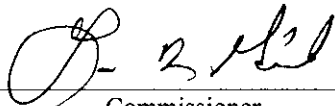
	PHILADELPHIA PRISONS POLICIES & PROCEDURES	Policy Number: 4.G.2	Page 1 of 4
Part: IV - Institutional Services Section: G - Mail, Telephone, and Visiting		Related Pennsylvania Minimum Standards: Title 37 PA Code § 95.245	
Subject: Incoming Publications		Supersedes: Policy 4.G.2 signed April 20, 1998	
Approved:	 Commissioner	Signature Date: April 18, 2011	
Effective Date: May 18, 2011		Date of Scheduled Review: April 18, 2012	

Purpose

To update and formalize the Philadelphia Prison System (PPS) policy regarding publications mailed to inmates and the procedures that will be used to screen and process incoming publications.

Policy

It is the policy of the PPS to permit inmates to receive paperback books or hard-covered books, periodicals, magazines and other PPS approved publications by mail or recognized delivery service directly from any publisher or bookstore, except when the materials involved constitute a threat to the safety and security of the institution or any publications that contain nudity.


Procedural Overview

Inmates may receive paperback books, hard-covered books, periodicals, magazines and other PPS approved publications as long as they are sent directly to the facility from the publisher and do not violate the conditions outlined under the heading *Identifying Unacceptable Publications*. Subscriptions may be purchased by the inmate or on his/her behalf by an individual or organization in the community. No periodical publication may be purchased for an inmate at the expense of the City of Philadelphia.

General Procedures

The Mailroom Officer will check to confirm that the package was mailed directly from the publisher or bookstore, and if sent by mail or recognized delivery service. Lack of an identification number will not, alone, constitute a reason to return publications. The Mailroom Officer will make every effort to establish the correct identification of an inmate addressee who is not fully identified by institution number or PID number.

If the addressee cannot be identified, the package will be stamped "Unacceptable - Return to Sender" and "Need Prison Identification Number", and will be returned to the Post Office to be returned to the publisher. This action will be recorded in the Returned/Forwarded log. However, any acceptable periodical received via third class mail for an inmate who cannot be identified or who has been discharged will be placed in circulation through the library service.

	PHILADELPHIA PRISONS POLICIES & PROCEDURES	Policy Number: 4.G.2	Page 2 of 4
Part: IV - Institutional Services Section: G - Mail, Telephone, and Visiting		Subject: Incoming Publications Date: April 18, 2011	

If the package includes an invoice, it will be processed as described under the heading *Incoming Invoices*. Payment confirmations and renewal forms will be accepted. All packages, including those containing publications, will be opened in the mailroom. The Mailroom Officer will inspect the package for contraband, both visually and by manipulation, and will determine whether a particular package's contents also requires inspection via metal detector or X-ray machine, if available. All packaging materials and original wrappings will be discarded at the Mailroom.

Publications, like any other mail, will be delivered to the inmate on the day of receipt at the facility, unless the inmate is temporarily unavailable; for instance, at court or in the hospital. However, routine UPS or Federal Express mail received after 12:00 noon may be processed with the following day's mail.

Screening and processing of publications will be carried out in accordance with PPS Policy and Procedure 4.G.1 Inmate Correspondence, which includes procedures for processing all types of incoming inmate mail (refer in particular to the sections headed Inspection and Rejection of Incoming Mail, Distribution of Mail, and Forwarding Mail for Released Inmates). In addition, the Mailroom Officer will hold aside any unacceptable publications in accordance with the criteria described in this policy.


Purchasing Books or Periodicals

Inmates may order paperback books, hard-covered books, magazines, or periodicals, prepaid only, directly from the publisher. They may also receive paperback publications ordered on their behalf by individuals or organizations in the community.

To order directly, an inmate will complete a subscription order form, including both institution name and PID number, and check the "payment enclosed" box. The inmate will attach a completed Request for Disbursement form (D-form) and a stamped and addressed envelope, including return address. Before approving the order and forwarding the D-form to the Warden, the Unit Manager/Area Supervisor will check to confirm that the publication is not on the *Unacceptable Publications* list (see attachment 4.G.2a) and that the inmate has included all the required information.

Incoming Invoices

Incoming invoices addressed to inmates from publishers will not be accepted. The Mailroom Officer will stamp "cancel" on any such invoice and will return it to the Post Office for return to the publisher. If a package arrives with an invoice attached, the Mailroom Officer will stamp the invoice "cancel" and will return it and the unopened package to the Post Office for return to the publisher. If an invoice is discovered in an already-opened package, the Mailroom Officer will follow the same procedure after re-sealing the package. In such case, the inmate's account will be charged for the amount of any return postage due.

	PHILADELPHIA PRISONS POLICIES & PROCEDURES	Policy Number: 4.G.2	Page 3 of 4
Part: IV - Institutional Services Section: G - Mail, Telephone, and Visiting		Subject: Incoming Publications Date: April 18, 2011	

Acceptable Publications

Refer to Appendix A for a partial listing of publications that are acceptable for inmates throughout the PPS. This listing will be posted in the Law Library and housing areas. The Deputy Warden for Administration will ensure that any System-wide revision of the listing is provided to the Unit Managers/Area Supervisors for posting. The Deputy Commissioner for Operations will approve revisions of the listing.

Identifying Unacceptable Publications


The Mailroom Officer will briefly review all publications for content and will call to his/her immediate Supervisor's attention any publication that may constitute a threat to the order or security of the institution.

Publications that contain nudity or nude photographs mailed to inmates are strictly prohibited by the PPS. This prohibition is consistent with PPS Policy and Procedure 1.C.19 Sexual Harassment/Sexual Discrimination, in which the PPS specifically recognizes that all employees should be able to work in an atmosphere that is not a sexually hostile workplace environment and is free of offensive or intimidating sexual harassment behavior as provided by law. Further, publications or photographs that contain nudity tend to provoke comments and/or actions between inmates which can cause disruption in the orderly operation of the prison and negatively affect safety and security.

The Supervisor will alert the Deputy Warden for Administration, who will review the material and may reject any publication that contains one or more of the following:

- information regarding the manufacture, use or purchase of explosives, weapons, or drugs;
- gang related material and/or material intended to encourage or assist in the disruption of the orderly operation of the prison, through criminal act, riot, work stoppage, escape, or other breach of major prison rules;
- contents that may constitute illegally mailed material, in which case the item will be referred to the postal authorities;
- nude photographs mailed to an inmate; and
- publications containing nudity.

The Deputy Warden for Administration will prepare a written notification of all rejections for the Warden's review. The rejection notice, if approved, will be sent to the inmate, with copies to the Deputy Commissioner for Operations, and the publisher. Any inmate appeal will be handled through the established inmate grievance procedure. Rejected material will be held, pending final resolution, at which time it will be returned to the publisher or forwarded to the inmate, depending on the outcome of the appeal.

	PHILADELPHIA PRISONS POLICIES & PROCEDURES	Policy Number: 4.G.2	Page 4 of 4
Part: IV - Institutional Services Section: G - Mail, Telephone, and Visiting		Subject: Incoming Publications Date: April 18, 2011	

Rejection of three issues of a single publication in a one-year period may constitute a basis for placement of that publication on the Unacceptable Publications List (refer to Appendix B), upon review by the Deputy Commissioner for Operations.

Unacceptable Publications

Refer to Appendix B for a listing of publications that have been evaluated according to the above criteria and have been declared "unacceptable" by the PPS. This listing will be posted in the Law Library and all housing areas. The Deputy Warden for Administration will ensure that any System-wide revision of the listing is provided to the unit managers/area supervisors for posting. The Deputy Commissioner for Operations will approve revisions of the listing.

If any of these publications are sent to an inmate, the Mailroom Officer will reseal the package, stamp it with the "Unacceptable - Return to Sender" stamp, and return it to the Post Office. There will be no notification of the inmate addressee, and no right of appeal, when publications on the posted list are received and returned to the sender.

Hard-Covered Books

Inmates are permitted to receive hard-covered books by mail, or hard covered books that have been donated to the Philadelphia Prison System (PPS) through the Free Library, Books Through Bars and other similar reputable organizations. This would include religious books such as, Bibles, Korans, and other religious material. Hard-covered books found to be altered will be confiscated and classified as contraband, and the person in possession will be subject to disciplinary action.

Hard-covered books must first be inspected to ensure that contraband in not introduced into the PPS facilities.