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Department of Corrections

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RICHARD F. ALLEN
COMMISSIONER

September 1, 2010

TO: WARDENS
 HEADS OF STATE AGENCIES
 DIVISION HEADS
 ADMINISTRATIVE REGULATION MONITORS

CHANGE #1
ADMINISTRATIVE REGULATION 448

INMATE MAIL

PURPOSE: To update the AR to reflect the processing fee charged to money orders and cashiers checks.

CHANGES TO BE MADE:

Reference:

AR 448, *Inmate Mail*, dated October 20, 2008.

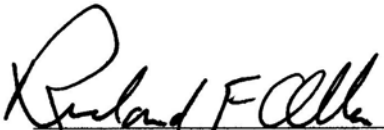
Action Required:

Section V. B. 10.

Change paragraph to read: "Inmates are allowed to receive cashier checks and personal money orders.

- a. Personal money orders shall only be accepted from companies licensed by the Alabama Securities Commission as identified in the ADOC Accounting Manual.
- b. Cashier checks and personal money orders received from unauthorized individuals or unapproved companies shall be rejected in accordance with the paragraph above.
- c. A processing fee of \$1.00 shall be assessed to the inmate per cashier check or money order instrument; and, shall be remitted to Central Accounting in accordance with the ADOC Accounting Manual.

File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate changes have been completed. Advise all personnel in your organization of the change to this regulation.



Richard F. Allen, Commissioner