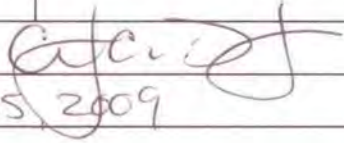


POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 4.0	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS:	
CHAPTER: 3 PROGRAMS AND SERVICES	SUBJECT: OFFENDER MAIL PRIVILEGES (outgoing only)	
APPROVED BY THE COMMISSIONER: 		
EFFECTIVE DATE: <i>January 15, 2009</i>		
APPROVED FOR PUBLIC RELEASE		

- I. AUTHORITY: 11 Del.C. § 6517

- II. PURPOSE: To establish the policy of the Department of Correction regarding all outgoing mail from individuals within custody of the Department. The Bureau Chiefs shall ensure the following practices are included in procedures for offender mail privileges.

- III. APPLICABILITY: All Department employees and all offenders under the supervision of the Department.

- IV. DEFINITIONS:
 - A. Mail supplies: Postage-paid envelopes, postage-paid postcards, stationery and stamps
 - B. Legal mail: Mail to an attorney, court (State or Federal), elected official, Attorney General, U.S. Attorney, legal aid or legal assistance service
 - C. General Mail: Mail to family, friends, relatives and media
 - D. Indigent offender: An offender without sufficient funds with which to pay for legal mail postage

- V. POLICY: It is the policy of the Department of Correction to establish effective and efficient practices which provide all necessary security and safety guarantees while preventing any violation of an offenders' right of access to the courts or legal counsel.
 - A. Offenders must purchase their own mail supplies
 - B. All institutions shall stock mail supplies for purchase by offenders
 - C. Mail supplies shall be available for purchase through the commissary or supplied by the institution
 - D. Indigent offenders will be provided mail supplies for any legal mail and up to four (4) general mail letters a month
 - E. Wardens may make legal mail supplies available for purchase through the inmate law libraries to the extent doing so meets institutional needs