Offender Use of the Mail
Chapter: D
Section: 0300
Current Review Date: October 13, 2021
Reviewed By: Director of Administrative Services
Next Review Due: October 13, 2022

Current Revision Date: October 13, 2021
Supersedes Revision Dated: November 3, 2020

Current Revision Summary (if applicable):

Specific Changes

• ACA Expected Practices have been highlighted within the policy.

.0308 CORRESPONDENCE

• Sentence added to the end of (a)(1) referencing F .0500 Offender Personal Property.
• Verbiage added to (b)(1) to clarify the definition of legal mail.

.0309 CONTENT AND STRUCTURE OF INCOMING AND OUTGOING MAIL

• Verbiage added to (e) to clarify how letters to offenders should be addressed.
• (g) added to address Pen Pals

.0310 PROCESSING INCOMING AND OUTGOING MAIL

• (a) has been inserted and addresses the processing of incoming mail through the mail-processing company.

Kyle L Brown
Policy Development Analyst

October 13, 2021
Date