



**MAIL RESTRICTION NOTICE**

FROM: (Name of individual or publication name, volume, issue number and date)  <b>Mim Distibutors</b> <b>PO Box 400559</b> <b>Canbridge, MA 02140-0559</b>	TO:	FILE NO: <b>050707405</b>
	DOC NUMBER:	DATE: <b>May 7, 2007</b>
	UNIT: <b>R PO Box 2109</b>	FACILITY: <b>Airway Heights Correction Center</b>

**A. The following types of INCOMING MAIL will not be allowed:**

- 1. From an individual with whom contact is restricted per the requirements of DOC 450.050 Prohibited Contact.\*\*
- 2. Threats of physical harm against any persons or any other threats of criminal activity. \*\*
- 3. Blackmail or extortion threats. \*\*
- 4. Contains contraband or concerns sending contraband in or out of the facility. \*\*
- 5. Depicts or describes the procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- 6. Plans to escape or mail that depicts or describes the blueprints or operational detail of an existing institution's security devices (i.e., locks, electronics, facility grounds / buildings).
- 7. Plans for activities in violation of facility rules or for criminal activity. \*\*
- 8. Mail that is in code.
- 9. Mail in a foreign language that contents are not understood by the inspecting staff, and efforts to have the mail interpreted have been unsuccessful.
- 10. Information which, if communicated, could create a risk of violence and/or physical harm to any person.
- 11. Sexually explicit material as defined in policy.\*\*  
 Picture  Cartoon  Written  Advertisement  Other
- 12. Publication that is deemed to be a threat to legitimate penological objectives. \*\*
- 13. Publication that has been altered. (i.e., pages removed or portions of pages removed, extraneous marks).
- 14. Mail that advocates that any group is inferior based on national origin, race, color, religion, age, gender, mental status and makes such group the object of ridicule and scorn, and may reasonably be thought to precipitate a violent confrontation between the recipient and a member(s) of the target group. \*\*
- 15. Mail that has been purported to be legal mail, but upon visual scanning for contraband, the mail is determined to be general correspondence.
- 16. Cash or personal check(s). Amount \_\_\_\_\_
- 17. Markings that are discriminatory in a racial / ethnic / religious or sexual manner and/or contain markings of gang symbols or symbols of other unauthorized groups.\*\*
- 18. Photo wherein the non-photo side is, or can be, separated from the photo side of the picture.
- 19. Mail containing non-cancelled postage stamps.
- 20. Stickers in or on the envelope.
- 21. Greeting cards that are padded, laminated, layered, musical, homemade and / or larger than 8" x 10".

A copy of this form has been sent to the offender and / or sender.

**NOTE:** The incarcerated offender is responsible for making arrangements to return item or provide disposal instructions. Sender should not send stamps or money for this purpose. If the offender is without funds, refuses to pay the required postage, or refuses to designate an individual to receive the property, such items shall be donated to a charitable organization or destroyed per WAC 137-36.

**NOTE:** When an offender appeals a restriction(s) they are responsible for notifying the mailroom of the appeal to ensure that the restricted item(s) are kept secure until the appeal process is completed.

- 22. Cassette tapes that do not meet policy requirements.\*\*
- 23. More than a single magazine article and / or the article violates any criteria established in policy.
- 24. Book clippings of any size.
- 25. More than 10 newspaper clippings and / or the newspaper clipping violates any criteria established in policy.
- 26. Mail unauthorized by DOC 450.100 Mail for Offenders.
- 27. Publications not mailed directly from the publisher / retailer.
- 28. Items that were not ordered and approved in advance through facility-designated channels. (i.e., any items available for purchase at inmate store.)
- 29. Sweepstakes, contests, lottery tickets, or other mailings soliciting or offering games of chance.
- 30. Photocopies or carbon copies that do not meet policy requirements.\*\*
- 31. Other items identified by the superintendent / facility administrator and/or facility field instructions.\*\*
- 32. Unauthorized offender to offender correspondence.
- 33. Mail that is in a binder. (metal or plastic)
- 34. Mail that is available to specific offenders for purchase.

**B. OUTGOING MAIL from offenders may be disapproved for mailing for any of the following reasons:**

- 1. Any reason set forth in Section A of this form.
- 2. The offender's judgment and sentence prohibits contact with an individual or class of individuals during or upon release from incarceration.
- 3. The mail is addressed to a minor whose parents or guardian have objected, in writing, to such correspondence.
- 4. There is an active order of "no contact" with an individual.
- 5. An individual or their guardian who previously has been sent obscene or threatening mail by the offender has complained or has asked that such mail not be received.
- 6. The mail solicits goods or money from other than the immediate family of the offender without the prior permission of the superintendent. This provision may not be construed to preclude the purchase of non-contraband goods or payment for such goods, which have been approved by the superintendent/ designee.
- 7. The outside of the mail (envelope or package) does not contain a return address as defined in policy.
- 8. Photocopies that do not meet policy requirements.\*\*

The offender and the sender shall be advised in writing of their right to seek review of the decision to restrict their mail. The review shall be sought by writing to the facility Superintendent/Field Administrator within 10 calendar days of the restriction decision. Please include a copy of this mail restriction notice.

If the offender on/ or sender wishes to seek a review of the Superintendent's decision, the review shall be sought by writing directly to the OCO Deputy Secretary within 10 calendar days of the decision.

\*\*COMMENTS: (Give a brief but specific description of reasons for rejection. List titles, dates, issue numbers, etc.)

**Security threat group, threat to penological objectives and portraying custody staff in derogatory manner.**

Distribution: Offender, Mail Room, Sender

STAFF SIGN <i>T. Greenwalt</i>	DATE <i>5/7/07</i>
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