

**MAIL REJECTION NOTICE**☒ INCOMING ☐ OUTGOING

From: (name and address of individual/offender for incoming or outgoing) MIM DISTRIBUTORS PO BOX 40799 SAN FRANCISCO, CA 94140	Offender Name: [REDACTED]	Rejection #: SHS-02-13-013
	DOC Number: [REDACTED]	Date: 2/7/2013
	Unit: [REDACTED]	Facility: CBCC
To: (name of offender for incoming or individual for outgoing)		

MAIL TO OR FROM OFFENDERS WILL NOT BE ALLOWED FOR ANY OF THE FOLLOWING REASONS:

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| <input type="checkbox"/> 1. Mail unauthorized by DOC 450.100 Mail for Offenders | <input type="checkbox"/> 20. Mail containing a photo wherein the non-photo side is, or can be, separated from the photo side of the picture, or mail containing multiple copies of the same photo |
| <input type="checkbox"/> 2. Mail to or from an individual with whom contact is rejected per the requirements of DOC 450.050 Prohibited Contact | <input type="checkbox"/> 21. Mail containing non-cancelled postage stamps |
| <input type="checkbox"/> 3. Mail containing threats of physical harm against any persons or any other threats of criminal activity | <input type="checkbox"/> 22. Mail containing another offender's correspondence or items, such as stickers/labels, stamps, or other envelopes |
| <input type="checkbox"/> 4. Mail containing blackmail or extortion threats | <input type="checkbox"/> 23. Mail containing blank greeting cards or postcards, and cards, posters, and calendars that are padded, laminated/layered, musical, and/or exceed the storage dimensions noted in DOC 440.000 Personal Property for Offenders. |
| <input type="checkbox"/> 5. Mail that is or contains contraband, or relates to sending contraband in or out of the facility | <input type="checkbox"/> 24. Mail containing cassette tape(s) or CD(s), except as allowed per DOC 450.100 Mail for Offenders and/or DOC 440.000 Personal Property for Offenders |
| <input type="checkbox"/> 6. Mail depicting or describing the procedures for constructing or using weapons, ammunition, bombs, or incendiary devices | <input type="checkbox"/> 25. Mail containing more than a single magazine article per envelope or the magazine article violates any criteria established in policy and/or facility operational memorandum |
| <input type="checkbox"/> 7. Mail containing plans to escape, or mail depicting or describing blueprints or operational detail of an existing facility's security devices (e.g., locks, electronics, facility grounds/buildings, etc.) | <input type="checkbox"/> 26. Mail containing book clippings of any size |
| <input type="checkbox"/> 8. Mail containing plans for activities in violation of facility rules or for criminal activity, or mail that violates facility rules or the Washington Administrative Code (WAC) | <input type="checkbox"/> 27. Publications and catalogs not mailed directly from the publisher/retailer |
| <input type="checkbox"/> 9. Mail that is in code | <input type="checkbox"/> 28. Mail containing items that were not ordered, paid for, and approved in advance through facility designated channels |
| <input type="checkbox"/> 10. Maps, charts (e.g., topographical, nautical), or aerial photographs of any kind, with the exception of those received by the facility libraries | <input type="checkbox"/> 29. Mail containing sweepstakes, contests, lottery tickets, or other mailings soliciting or offering games of chance, except publications containing sweepstakes/contest entry |
| <input type="checkbox"/> 11. Mail that is written correspondence and is in a foreign language with contents not understood by the inspecting staff, when reasonable efforts to have the mail interpreted have been unsuccessful | <input type="checkbox"/> 30. Mail containing multiple copies of the same document, or mail containing copies that is being sent into a Reception Diagnostic Center |
| <input type="checkbox"/> 12. Mail containing information that, if communicated, could create a risk of violence and/or physical harm to any person | <input type="checkbox"/> 31. Standard mail, including catalogs, that is not addressed to a specific offender with the offender's name and DOC number |
| <input type="checkbox"/> 13. Mail that is sexually explicit | <input type="checkbox"/> 32. Mail contained in any type of metal binder |
| <input type="checkbox"/> 14. Mail that is deemed a threat to legitimate penological objectives | <input type="checkbox"/> 33. Mail containing items available for offender purchase through facility offender store operations |
| <input type="checkbox"/> 15. Publications that have been altered after publication (e.g., pages or portions of pages removed, extraneous markings, etc.) | <input type="checkbox"/> 34. Mail without an identifiable author/sender |
| <input type="checkbox"/> 16. Mail advocating that any group is inferior based on national origin, race, color, religion, age, gender, marital status or status as a state registered domestic partner, sexual orientation, status as a Vietnam Era Veteran, Wartime Veteran, or Disabled Veteran, or the presence of a physical, mental, or sensory impairment 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 | <input type="checkbox"/> 35. The outside of the envelope or package does not contain a return address as defined in DOC 450.100 Mail for Offenders |
| <input type="checkbox"/> 17. Mail purported to be legal mail, but upon visual scanning for contraband is determined to be general correspondence | <input checked="" type="checkbox"/> 36. Other items that threaten the security and order of the facility or the offender's treatment, and/or are identified by the Superintendent/designee or facility operational memorandums |
| <input type="checkbox"/> 18. Mail containing cash or personal check(s) | <input type="checkbox"/> 37. Offender to Offender Correspondence not previously approved by facility superintendent. |
| <input type="checkbox"/> 19. Mail containing markings of gang symbols or symbols of other unauthorized groups that may reasonably be thought to precipitate violence | |

NOTE: The offender is responsible for making arrangements to return the item(s) or provide disposal instructions. The 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 will be donated to a charitable organization or destroyed per WAC 137-36.

The offender and the sender may make a written request to the Superintendent/designee to review the decision to reject his/her mail. Requests must be made within 48 calendar days of the rejection date.

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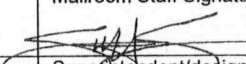
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The offender and the sender may make a written request to the Superintendent/designee to review the decision to reject his/her mail. Requests must be made within 10 calendar days of the initial rejection decision. **Rejection of outgoing written correspondence is automatically reviewed by the Superintendent.**

When an offender appeals a rejection(s), s/he is responsible for notifying the mailroom of the appeal to ensure that the rejected item(s) are kept secure until the appeal process is completed. The offender should include the file rejection number in the appeal and the notification to the mailroom.

The offender and/or sender may appeal the Superintendent's decision, in writing, to the Assistant Secretary for Prisons within 10 calendar days of the decision. **Rejection of outgoing written correspondence is automatically reviewed by the Secretary's designee.**

Comments: (brief specific description of reasons for rejection) 36/MAIL CONTAINS A PUBLICATION PRINTED IN TWO DIFFERENT LANGUAGES	Mailroom Staff Signature	Date
		2/7/13
Superintendent/designee review comments:	Superintendent/designee Signature	Date
Secretary/designee review comments:	Secretary/designee Signature	Date

FOR HEADQUARTER USE ONLY: ☐ MAIL REJECTED ☐ MAIL ALLOWED

Distribution: **ORIGINAL**-Offender
DOC 05-525 (Rev. 08/03/11)

COPY- Mail room, Sender

DOC 450.100
[4-4490], [4-4491]