

OREGON DEPARTMENT OF CORRECTIONS  
MAIL VIOLATION NOTICE

Facility Address  
OREGON STATE PENITENTIARY  
2605 STATE ST  
SALEM OR, 97301

Date: 5-24-07  
Staff: CB

Mail addressed to Inmate: \_\_\_\_\_ SID#: \_\_\_\_\_ Unit/Bunk: Inm is in violation of the Department of Corrections (DOC) Rule governing Mail (Inmate). The material has been rejected and returned for the following reason(s): \_\_\_\_\_

**YOU MAY NOT SEEK ADMINISTRATIVE REVIEW FOR THESE VIOLATIONS**

- Outgoing envelope shall only contain inmate's committed name, SID number, return address, and the addressee's name and address, except for official or legal mail designations.
- Mail shall not contain correspondence from inmates other than from the inmate sender whose name appears on the front of the envelope.
- Inmates shall not request another inmate to forward correspondence beyond the immediate addressee.
- Inmate's committed name and SID number must appear on the front of the envelope.
- Sender's name and return address must appear on the front of the envelope. (Exceptions for international mail)
- Incoming mail must be in pen, lead or color pencil, non-toxic markers or be typewritten or photocopied.
- New books, magazines, and newspapers must be received directly from the publisher.
- Multiple copies of the same publication shall be prohibited.
- Publications that have been previously rejected by the department and altered (i.e. offending pages removed) shall be prohibited (only new uncirculated copies are permitted).
- Catalogs, advertisements, brochures, pamphlets, and materials where the primary purpose is to sell a product or service shall be prohibited.
- Packages and correspondence more than one-quarter inch thick require prior authorization from the Functional Unit Manager or designee (except qualified Legal and Official mail may be up to three inches thick).
- Unauthorized attachments or enclosures in or on packages: \_\_\_\_\_
- Other than the canceled postage stamp, address label, and return address stamp attached to the front of an envelope or package, no item shall be glued, taped or affixed to the envelope or package or its contents: \_\_\_\_\_
- Only written correspondence, newspaper and magazine clippings, small pamphlets, photocopies, carbon copies, business cards, hand-made drawings, and photographs, may be enclosed in the envelope (Not to exceed one fourth inch thickness or more than 10 items for newspaper and magazine clippings and photographs). Inmates shall not receive newspaper or magazine clippings from another inmate: \_\_\_\_\_

**YOU MAY SEEK ADMINISTRATIVE REVIEW FOR THESE VIOLATIONS**  
(Correspondence based on written or pictorial content)

- \*1 Sexually explicit material is prohibited: \_\_\_\_\_
- \*2 Material that threatens or is detrimental to the security, safety, health, good order or discipline of the facility, inmate rehabilitation or facilitates criminal activity is prohibited: recruiting inmates to create a threat to the security of the facility

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- \*3 Credit or deferred billing transactions are prohibited: \_\_\_\_\_
- \*4 Unauthorized business transactions are prohibited: \_\_\_\_\_
- \*5 Items prohibited from receipt by mail: \_\_\_\_\_
- \*6 Outgoing mail has been restricted by the functional unit manager: \_\_\_\_\_
- \*7 Material the Department deems to pose a threat or to be detrimental to legitimate penological objectives: \_\_\_\_\_

No money may be sent directly to an inmate. Pursuant to OAR 291-158-045, Trust Accounts, a cashier's check or money order, made payable to the Department of Corrections with the inmate's name and SID number on the face of the remittance, must be sent directly to DOC, Central Trust Accounting Unit, 2575 Center Street NE, Salem, OR 97310-0470.

**HOW TO OBTAIN ADMINISTRATIVE REVIEW**

Pursuant to OAR 291-131-0050, a sender who has received a Mail Violation Notice for written or pictorial content may obtain an independent review of the rejection of correspondence by writing to the Functional Unit Manager or designee at the above address, and requesting an administrative review. A request for an administrative review must be in writing and received within 30 days of the date of the notice, and should specify the reason(s) why the rejection should not be sustained. If the correspondence is returned with the Mail Violation Notice, the rejected correspondence must be submitted with the review request. If no review is requested, the sender may correct or remove the portion of the mail that violates the DOC Rules and send the non-violating mail back to the inmate or proper monies to the DOC Central Trust Accounting Unit. The intended inmate recipient shall receive the same standards as the sender except shall specify the type of violation (mail) and date of the violation with the request for administrative review. If the sender is an inmate and mail is violated, the intended recipient shall not be notified of the rejection and shall not be eligible for an administrative review.

Sender: MIM DIST  
Address: POB 40799  
San Fran, CA 94140

\* Items 1-7 see backside of form for details

Distribution White-Sender/Yellow-Mail Room/Pink-Intended Inmate Recipient