

**LETTER TO INMATE, ADDRESSEE/SENDER CONCERNING CORRESPONDENCE APPEAL**

(To be sent to inmate after review by Correspondence Review Committee)

**TO:** Eastern CI –

**FROM:** **Loris M. Sutton** *L. M. Sutton*  
**Chairperson – Correspondence Review Committee**

**RE:** **Correspondence Appeal**

**DATE:** May 24, 2013

Correspondence and or its contents you addressed to \_\_\_\_\_ or sent to you by **MIM** has been reviewed by the Correspondence Review Committee.

\_\_\_\_\_ It has been determined that you can possess the correspondence and or contents appealed. The facility head has been notified and should be returning these items within 48 hours after receiving this notification.

**xxx** It has been determined that you cannot possess this correspondence and or contents.

(Check only one)

Correspondence Withheld Only? \_\_\_\_\_

Contents Withheld Only? \_\_\_\_\_ Describe Contents: **Letter**

Both Correspondence and Contents Withheld? \_\_\_\_\_ Describe Contents Only \_\_\_\_\_

This correspondence and or it's contents has been disapproved due to the violation of Division of Prisons Policy Chapter D, Section .0310 (c), threats to institutional safety and security included but are not limited to materials which depict, describe or advocate or which include:

<b>COMPLETE THE APPROPRIATE DISAPPROVAL REASON</b>	
Reason .0310 A	The mail contains threats of physical harm against any person or threats of criminal activity. Comments: _____
Reason .0310 B	The mail threatens blackmail or extortion. Comments: _____
Reason .0310 C	The mail concerns sending contraband in or out of the correctional facility including stamps, or cash or stickers. Comments: _____
Reason .0310 D	The mail concerns plans to escape. Comments: _____
Reason .0310 E	The mail concerns plans to violate departmental rules and policies necessary to maintain security and control. Comments: <b><u>Correspondence violates DOC Policy &amp; Procedure, in that it contains verbiage that if communicated – could potentially disrupt normal operations of the prison facility.</u></b>