



INCOMING  OUTGOING

From: (Name and address of individual)

MIM Distributing  
PO Box 40799  
San Francisco, CA 94140

To:	Restriction #: P3-15
DOC Number:	Date: 3-9-09
Unit:	Facility: WSP

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

- 1. Mail to or from an individual with whom contact is restricted per the requirements of DOC 450.050 prohibited Contact;
- 2. Mail containing threats of physical harm against any per or any other threats of criminal activity;
- 3. Mail containing blackmail or extortion threats;
- 4. Mail that is or contains contraband or related to sending contraband in or out of the facility;
- 5. Mail depicting or describing the procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices;
- 6. Mail containing plans to escape or mail that depicts or describes blueprints, or operational detail of an existing facility's security devices (e.g., locks, electronics, facility grounds/buildings, etc.)
- 7. Mail containing plans for activities in violation of facility rules or for criminal activity, or mail that violates facility or WAC rules
- 8. Mail that is in code;
- 9. Mail in a foreign language with contents not understood by inspection staff, and reasonable efforts to have the mail interpreted have been unsuccessful;
- 10. Mail containing information that, if communicated, could create a risk of violence and/or physical harm to any person;
- 11. Mail that is deemed a threat to penological objectives (e.g., instruction on martial arts/fighting techniques, advocate inferiority of violence toward others based on national origin, race, religion, age, gender, mental status, weapon depiction/instruction on assembly, advocates violence against/over throw of others, etc.). Specific information included in comment sections.
- 12. Markings that are discriminatory in racial/ethnic/sexual/religious manner, and/or contains symbols/markings of security threat groups/gangs or other unauthorized groups
- 13. Mail purported to be legal mail, but upon visual scanning for contraband is determined to be general correspondence;
- 14. Mail containing cash or personal check(s)
- 15. 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.
- 16. Mail containing non-cancelled postage stamps
- 17. Mail with stickers/labels in the envelope
- 18. Mail containing greeting cards that are padded, laminated/layered, musical and/or larger than 8"x10"
- 19. Mail containing cassette tape(s), CD(s), or DVD(s) not authorized by property policy;
- 20. Mail containing more than a single magazine article per envelope or the magazine article violates any criteria established in this policy and/or the facility operational memorandum;
- 21. Mail containing book clippings of any size
- 22. Catalogs and publications not mailed directly from the publisher/retailer.
- 23. Mail containing items that were not ordered, paid for, and approved in advance through facility-designated channels;
- 24. Mail containing sweepstakes, contests, lottery tickets, or other mailings soliciting or offering games of chance. Publications that have a sweepstakes or a contest entry in them will not be restricted, however, offenders are not authorized to enter sweepstakes or contest of any type;
- 25. Mail containing photocopies or carbon copies that do not meet policy;
- 26. Standard mail, including catalogs, that are not addressed to a specific offender with the offender's name and DOC number;
- 27. Mail contained in a binder;
- 28. Mail containing items available for offender purchase through facility offender store operations;
- 29. The outside of the envelope or package does not contain a return address as defined in policy;
- 30. Mail that is sexually explicit;
- 31. The outer envelope contains envelopes of correspondence and/or loose letters addressed to a party other than the party whose address appears on the outer envelope, that are, or appear to be, intended to be mailed by a third party
- 32. Other items identified in the DOC 450.100 Policy, Superintendent/designee or facility operational Memorandums (See comment section/attachments)

**NOTE:** The incarcerated 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

When an offender appeals a restriction(s) s/he is responsible for notifying the mailroom of the appeal to ensure that the restricted item(s) are kept secure until the appeal process is completed. Offender should include the file restriction number in the appeal and the notification to the mailroom. The offender and the sender shall be advised in writing of his/her right to seek a review of the decision to restrict his/her mail.

The offender/sender shall seek a review of the mail restriction(s) to the facility Superintendent/designee within 10 calendar days of the initial restriction. If the offender/sender wishes to seek a review of the Superintendent/designee decision, the review shall be sought by writing directly to the Prison Deputy Secretary within 10 calendar days of the decision.

Comments: (brief specific description of reasons for rejection)	Signature	Date
Used Book	DOBANEZ	3-9-09
Superintendent/Designee review comments:	Signature	Date
Correctional Manager review comments:	Signature	Date