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| <input type="checkbox"/> 1. Mail to or from an individual with whom contact is restricted per the requirements of DOC 450.050 prohibited Contact;
<input type="checkbox"/> 2. Mail containing threats of physical harm against any per or any other threats of criminal activity;
<input type="checkbox"/> 3. Mail containing blackmail or extortion threats;
<input type="checkbox"/> 4. Mail that is or contains contraband or related to sending contraband in or out of the facility;
<input type="checkbox"/> 5. Mail depicting or describing the procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices;
<input type="checkbox"/> 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.)
<input type="checkbox"/> 7. Mail containing plans for activities in violation of facility rules or for criminal activity, or mail that violates facility or WAC rules
<input type="checkbox"/> 8. Mail that is in code;

<input type="checkbox"/> 9. Mail in a foreign language with contents not understood by inspection staff, and reasonable efforts to have the mail interpreted have been unsuccessful;
<input type="checkbox"/> 10. Mail containing information that, if communicated, could create a risk of violence and/or physical harm to any person;
<input type="checkbox"/> 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.
<input type="checkbox"/> 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
<input type="checkbox"/> 13. Mail purported to be legal mail, but upon visual scanning for contraband is determined to be general correspondence;
<input type="checkbox"/> 14. Mail containing cash or personal check(s)
<input type="checkbox"/> 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.
<input type="checkbox"/> 16. Mail containing non-cancelled postage stamps | <input type="checkbox"/> 17. Mail with stickers/labels in the envelope
<input type="checkbox"/> 18. Mail containing greeting cards that are padded, laminated/layered, musical and/or larger than 8"x10"
<input type="checkbox"/> 19. Mail containing cassette tape(s), CD(s), or DVD(s) not authorized by property policy;
<input type="checkbox"/> 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;
<input type="checkbox"/> 21. Mail containing book clippings of any size
<input type="checkbox"/> 22. Catalogs and publications not mailed directly from the publisher/retailer.
<input type="checkbox"/> 23. Mail containing items that were not ordered, paid for, and approved in advance through facility-designated channels;
<input type="checkbox"/> 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;
<input type="checkbox"/> 25. Mail containing photocopies or carbon copies that do not meet policy;
<input type="checkbox"/> 26. Standard mail, including catalogs, that are not addressed to a specific offender with the offender's name and DOC number;
<input type="checkbox"/> 27. Mail contained in a binder;


<input type="checkbox"/> 28. Mail containing items available for offender purchase through facility offender store operations;
<input type="checkbox"/> 29. The outside of the envelope or package does not contain a return address as defined in policy;
<input type="checkbox"/> 30. Mail that is sexually explicit;
<input type="checkbox"/> 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
<input checked="" type="checkbox"/> 32. Other items identified in the DOC 450.100 Policy, Superintendent/designee or facility operational Memorandums (See comment section/attachments) |
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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
1 USED BOOK		10-22-09
Superintendent/Designee review comments:	Signature	Date
Correctional Manager review comments:	Signature	Date

FOR HEADQUARTER USE ONLY: MAIL RESTRICTED MAIL ALLOWED