

UNAUTHORIZED MAIL

Mail to or from offenders will not be allowed for any of the following reasons:

1. Mail unauthorized by this policy.
2. Mail to or from an individual with whom contact is restricted per the requirements of DOC 450.050 Prohibited Contact.
3. Mail containing threats of physical harm against any persons or any other threats of criminal activity.
4. Mail containing blackmail or extortion threats.
5. Mail that is or contains contraband, or relates to sending contraband in or out of the facility.
6. Mail depicting or describing the procedures for constructing or using weapons, ammunition, bombs, or incendiary devices.
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.).
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).
9. Mail that is in code.
10. Mail in a foreign language with contents not understood by the inspecting staff, when reasonable efforts to have the mail interpreted have been unsuccessful.
 - a. Mail up to 10 pages in length may be sent for translation services per the available contract at the discretion of the Mailroom Supervisor.
 - b. Mail 10 pages or more in length requires Superintendent review to determine what additional action is needed, if any (e.g., letter translation services, contact with Consulate or the State Library, etc.).
11. Mail containing information that, if communicated, could create a risk of violence and/or physical harm to any person.
12. Mail that is sexually explicit.
 - a. The term sexually explicit refers to any pictorial representation that is intended for sexual gratification and shows male or female genitalia, full frontal nudity, or depicts sexual behaviors including, but not limited to, intercourse/penetration, sodomy, fellatio, cunnilingus, anilingus, or masturbation, or depicts any of the following sexual behaviors:
 - 1) One or more of the participants appears to be:

UNAUTHORIZED MAIL

- a)
 - a) Non-consenting,
 - b) Acting in a forceful, threatening, or violent manner,
 - c) Dominating one or more of the other participants,
 - d) In a submissive role,
 - e) Degraded, humiliated, or appears to willingly engage in behavior that is degrading or humiliating, or
 - f) A minor or a minor alone is depicted in a sexually suggestive way,
 - 2) Bodily excretory behavior that appears to be sexual in nature, and
 - 3) Bestiality, sadomasochistic behavior, and/or bondage.
- b. The term sexually explicit also refers to written materials that are intended for sexual gratification and describe any of the following sexual behaviors as the predominant theme of the publication or letter:
- 1) Sexual behaviors including, but not limited to, intercourse/penetration, sodomy, fellatio, cunnilingus, anilingus, or masturbation,
 - 2) One or more of the participants appears to be:
 - a) Non-consenting,
 - b) Acting in a forceful, threatening, or violent manner,
 - c) Dominating one or more of the other participants,
 - d) In a submissive role,
 - e) Degraded, humiliated, or appears to willingly engage in behavior that is degrading or humiliating, or
 - f) A minor, or a minor alone is depicted in a sexually suggestive way,
 - 3) Bodily excretory behavior that appears to be sexual in nature, or
 - 4) Bestiality, sadomasochistic behavior, and/or bondage.
13. Mail that is deemed a threat to legitimate penological objectives.
14. Publications that have been altered after publication (e.g., pages or portions of pages removed, extraneous markings, etc.).
15. Mail advocating that any group is inferior based on national origin, race, color, religion, age, gender, marital status, 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.
16. Mail purported to be legal mail, but upon visual scanning for contraband is determined to be general correspondence.
17. Mail containing cash or personal check(s).

UNAUTHORIZED MAIL

18. Mail containing markings of gang symbols or symbols of other unauthorized groups that may reasonably be thought to precipitate violence.
19. 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.
20. Mail containing non-cancelled postage stamps.
21. Mail with stickers/labels in the envelope.
22. Mail containing greeting cards that are padded, laminated/layered, musical, and/or larger than 8" x 10".
23. Mail containing cassette tape(s) or CD(s), except:
 - a. Letter tapes between an offender and his/her correspondent with a legitimate need (e.g., disability, illiteracy, etc.) to correspond orally, if the Superintendent's designee has pre-approved the oral correspondence. Cassettes must be clear/see through, and
 - b. Pre-recorded tapes sent directly from the vendor/publisher that will be forwarded to the Property Room for handling as any other property purchase and inclusion on the offender's property inventory.
24. 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.
25. Mail containing book clippings of any size.
26. Publications (i.e., reproduced handwritten, typed/printed, or pictorial materials including books, periodicals, newspapers, magazines, and pamphlets) and catalogs (i.e., a publication predominantly or substantially focused on offering items for sale) not mailed directly from the publisher/retailer. Clippings of newspaper and magazine articles not mailed directly from the publisher/retailer are permitted in quantities identified above.
27. Mail containing items that were not ordered, paid for, and approved in advance through facility designated channels.
28. Mail containing sweepstakes, contests, lottery tickets, or other mailings soliciting or offering games of chance. Publications that have a sweepstakes or contest entry in them will not be restricted. However, offenders are not authorized to enter sweepstakes or contests of any type.
29. Mail containing photocopies or carbon copies, except:
 - a. Photocopies/carbon copies that meet the definition of legal mail,
 - b. Photocopies/carbon copies between offenders verified as co-parties in a legal matter and the copy(ies) are Legal Pleadings or Discovery documents,

UNAUTHORIZED MAIL

- c. A single copy or carbon copy of an item that would otherwise be allowed. Multiple copies of the same document are not allowed,
 - d. One photocopy from a vendor, and
 - e. Photocopies of birth/death certificates, marriage licenses, or other legal documents affecting status from:
 - 1) A city, county, state, or federal court, or
 - 2) A person initiating visiting privileges and the copy(ies) pertains to the visitor approval process.
30. Standard mail, including catalogs, that is not addressed to a specific offender with the offender's name and DOC number.
31. Mail contained in a binder.
32. Mail containing items available for offender purchase through facility offender store operations.
33. The outside of the envelope or package does not contain a return address as defined in this policy.
34. 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.
35. 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.

Outgoing mail from offenders may also be disapproved for mailing for any of the following reasons:

- 1. The offender's Judgment and Sentence prohibits contact with an individual or class of individuals during or upon release from incarceration.
- 2. The mail is addressed to a minor whose parent(s) or guardian(s) have objected, in writing, to such correspondence.
- 3. There is an active no contact order with an individual.
- 4. An individual or his/her guardian who has previously received unwanted mail from the offender and has complained or asked that mail from the offender not be sent.
- 5. The mail solicits goods or money from other than an immediate family member of the offender without the prior permission of the Superintendent. This provision does not preclude the purchase of non-contraband goods or payment for such goods that have been approved by the Superintendent/designee.