

# Virginia Department of Corrections Operating Procedure

<b>Effective Date</b> August 1, 2007	<b>Number</b> 803.2
<b>Operating Level</b> Division	
<b>Supersedes</b> DOP 852 (9/1/98)	
<b>Authority</b> COV §53.1-35 BOC 6VAC15-31-320	
<b>ACA Standards</b> ACI 4-4490, 4-4494, 4-4496	
<b>Office of Primary Responsibility</b> Deputy Director of Operations Deputy Director of Community Corrections	

Subject

## INCOMING PUBLICATIONS

Incarcerated Offender Access –

Yes ☒

No ☐

FOIA Exempt Yes ☐ No ☒

Attachments Yes ☒ #6 No ☐

### I. PURPOSE

This operating procedure provides for the efficient, safe, and secure handling and processing of incoming publications for offenders housed in Department of Corrections (DOC) Facilities.

### II. COMPLIANCE

This operating procedure applies to all facilities operated by the Department of Corrections. Practices and procedures shall comply with applicable ACA standards, Board of Corrections policies, and DOC directives and operating procedures.

### III. DEFINITIONS

**Disapproved Publication List** – A document published periodically by the office of the Deputy Director of Operations listing all publications that have been disapproved by the Publication Review Committee. The cover sheet also lists all publications reviewed, but not disapproved since the last list was published.

**Facility Unit Head's Designee** - For the purposes of this operating procedure, the Facility Unit Head's designee refers only to Administrative Duty Officers. Mail room or personal property personnel may perform the initial screening of incoming publications for compliance with this procedure, but may not be the Facility Unit Head's designee for the purpose of approving or disapproving receipt of a publication by an offender.

**Gang** – A group of individuals who: (a) possess common characteristics that distinguish them from other offenders or groups of offenders and who, as an entity, pose a threat to the safety and security of staff, the facility, other offenders or the community; (b) have a common distinctive goal, symbolism or philosophy; (c) possess identifiable skills or resources, or engage in unauthorized/illegal activities. Criminal street gangs, hate groups, and cults that meet these conditions are considered gangs. Note: Gangs were previously identified in Department of Corrections procedures as Security Threat Groups (STG)

**Mail Order Source** – A publisher, organization, or governmental agency that publishes or distributes publications through the mail or a recognized business/vendor that as a usual and regular business provides mail order service to the public through a mail order catalog or department and normally engages in mail order sales as a substantial part of its business. Generally, publications may be ordered from any legitimate source which meets this definition. Approved vendor lists for publications may only be established at the Department level and only apply to foreign language publications.

**Publications** - Any written communication such as newspapers, magazines, newsletters or other periodicals, books, brochures, catalogs, or pamphlets that can be subscribed to or ordered from a legitimate mail order vendor.

**Publication Review Committee** – A panel whose members are appointed by the Deputy Director of Operations to review publications submitted from DOC facilities to determine if they violate this operating

procedure and are therefore not appropriate for possession by an offender in a DOC facility

#### IV. COMMUNITY CORRECTIONS FACILITIES

Due to the short duration and intense nature of the rehabilitation programs at Community Corrections Facilities, offenders at these facilities are not allowed to purchase or possess publications unless specifically approved by the Facility Unit Head.

#### V. PROCEDURE - DIVISION OF OPERATIONS FACILITIES ONLY

- A. Transient offenders at reception centers are discouraged from purchasing publications due to the short time spent in these facilities. Reception centers should inform offenders during orientation of the facility limits and ordering procedures for publications.
- B. Offenders at Division of Operations facilities should be allowed to subscribe to, order, and receive publications direct from a legitimate source so long as they do not pose a threat to the security, discipline, and good order of the facility and are not detrimental to offender rehabilitation.
- C. Offenders are prohibited from receiving publications that promote violence, disorder or the violation of state or federal law or any material containing sexually explicit acts, including sexual acts in violation of state or federal law.
- D. Offenders retain certain First Amendment rights in regard to free access to publications. Correctional administrators have equally valid responsibilities under the Code of Virginia to maintain security, discipline, and good order in their facilities. These responsibilities include control of contraband, control over disruptive or illegal activities, and concern for the safety and well being of offenders and facility staff. This operating procedure establishes procedures for the receipt of publications from approved sources by offenders at Division of Operations facilities. (4-4490)
- E. Upon initial assignment to a Division of Operations facility, each offender should be informed of facility procedures governing publications. The offender should be informed that:
  - 1. It is the policy of the DOC to permit offenders to subscribe to, order, and receive publications direct from a legitimate mail order source-so long as they do not pose a threat to the security, discipline, and good order of the facility and they otherwise comply with the requirements of this operating procedure. Offenders may only receive publications directly from a legitimate mail order source as defined in this procedure.
  - 2. The offender must secure permission from the Facility Unit Head, or designee (usually mailroom or personal property), prior to ordering, subscribing to, or otherwise receiving a publication by submitting a *Personal Property Request Form*, in accordance with Operating Procedure 802.1, *Offender Property*.
  - 3. All publications will be prepaid from the offender's account; offenders are not permitted to receive publications of any kind on a trial basis or which have not been pre-approved and prepaid. Publications which may be obtained free of charge will be considered prepaid if the offender provides documentation that the publication is free when requesting approval to order the publication.
  - 4. Incoming publications must be properly addressed to the offender. The following information must be on the address label: offender's name, offender number, and the full name and address of the facility. The facility name must be spelled out; abbreviations are not acceptable. If a publication is not properly addressed, delivery to the offender may be denied.
  - 5. Any publication not ordered or received in accordance with all applicable procedures will not be delivered to the offender and will be returned to the sender, in accordance with this operating procedure and Operating Procedure 802.1, *Offender Property*. Publications received from private

individuals and publications that have been altered (pages or pictures removed, blotted out, etc.), regardless of the source, are not authorized.

6. Approval to receive a subscription does not include a blanket approval for each issue/edition of the publication; each publication is subject to review in accordance with this operating procedure.
7. When a portion of a publication is disapproved, the entire publication will be disapproved. There will be no attempt to remove or censor the disapproved material.
8. Any publications ordered, that contain unauthorized advertising items that the offender is not permitted to possess (to include but not limited to, stickers, CD's/CD ROM's, Collector Cards, Make-Up Samples, Calendars, etc.), may have the unauthorized advertising item removed and disposed of without notification so that the offender may receive the publication.
9. For security purposes, some facilities may remove staples or other binding materials so that the publication must be disposed of on transfer to another facility that would consider the publication altered.
10. The review process may invalidate any return or refund policy of the vendor associated with the material. The DOC assumes no responsibility in this matter.
11. Whenever the offender is transferred from one facility to another, it is the offender's responsibility to notify the publisher of change of address. The United States Postal Service provides free forwarding of periodicals for only 60 days and does not provide free forwarding for package service mail outside the local area. (4-4496) Therefore, it is important for the offender to change his address in a timely manner.

#### F. Facility Review - Administrative Procedures

1. The Facility Unit Head, or designee, should approve or disapprove publications for receipt by offenders on a case-by-case and/or issue-by-issue basis in accordance with the requirements set forth in this procedure.
2. The Facility Unit Head, or designee, is responsible for submitting once each month all disapproved publications and the completed *Disapproved Publications Log* (see Attachment #1) to the Publications Review Committee in the office of the Deputy Director, Division of Operations.
3. Only one copy of each publication or issue should be submitted, duplicate copies should be held at the facility pending final action by the Publication Review Committee.

#### G. Facility Review - Publication Approval/Disapproval

1. The Facility Unit Head, or his designee, should review and approve all offender requests to order publications, in accordance with Operating Procedure 802.1, Offender Property. If the issue of a publication which the offender requests is already on the List of Disapproved Publications, the request should be denied and the offender notified that the issue has already been reviewed and disapproved by the Publication Review Committee.
2. All publications received at the facility should be reviewed prior to distribution to an offender. Any publications ordered, that contain unauthorized advertising items that the offender is not permitted to possess at the facility (to include but not limited to, stickers, CD's/CD ROM's, Collector Cards, Make-Up Samples, Calendars, etc.), may have the unauthorized advertising item removed and disposed of without notification so that the offender may receive the publication.
3. Publications which have not been pre-approved and ordered in accordance with this procedure and Operating Procedure 802.1, Offender Property, should be disapproved per Operating Procedure 802.1, Offender Property and should not be sent to the Publications Review Committee.
4. If the issue of a publication is already on the List of Disapproved Publications, the publication should

be denied and the offender notified using Notification of Publication Review Committee Disapproval (see Attachment #2). The offender should dispose of the publication in accordance with Operating Procedure 802.1, Offender Property and the publication should not be sent to the Publication Review Committee.

5. If the publication has been received in accordance with Operating Procedure 802.1, Offender Property, a determination should be made to approve or disapprove the publication in accordance with the *Specific Criteria for Publication Disapproval* section of this procedure. When a publication is disapproved, the Facility Unit Head should: (4-4494)
  - a. Make a complete written record of the reason(s) for disapproving the publication, including specific page numbers, a notation describing the disapproved material and the applicable paragraph number(s) of *Specific Criteria for Publication Disapproval* on the *Disapproved Publications Log*, and forward the publication and the Log to the Publication Review Committee.
  - b. Advise the offender in writing using *Notification of Publication Disapproval* (see Attachment #3) of the reason(s) for disapproval within ten working days of the arrival of the publication at the facility or receipt of the publication request.
  - c. When an offender does not want the publication reviewed by the Publication Review Committee, he must advise the Facility Unit Head, or designee, within seven days of notification of disapproval. He must indicate his choice of the means of disposal of the publication on the *Disapproved Publication Disposition and Waiver of Appeal Form*, Attachment #4. Disposal of such publications must be completed within 30 days of notification. When the offender chooses this option, he waives his right to appeal disapproval of possession of the publication.

#### H. Publication Review Committee Procedures

1. The Committee should meet at least quarterly to review all publication denials to ensure department-wide consistency for those publications disapproved for entry into facilities.
2. The Committee should make a determination as to whether each publication reviewed should or should not be disapproved in accordance with the requirements set forth in this procedure.
3. The Publication Review Committee should notify the publisher of the Committee's decision to disapprove the publication (see Attachment #5). Notification is not required if the publisher is located in a foreign country and does not have offices in the United States. The publisher should be advised that he may obtain an independent review of the disapproval in accordance with the *Appeals of Publication Disapprovals* section of this procedure. If the publication was not disapproved, the publisher will not be notified.
4. After reviewing the publications, the Committee should return the publications to the facilities from which they were received and notify the Facility Unit Head of its decision. The Committee should forward its decisions to the office of the Deputy Director of Operations, to be added to the master List of Disapproved Publications.
5. The Committee may review any specific publication disputes on an as-needed, case-by-case basis.

#### I. Notification of Publication Review Committee Decisions

1. The office of the Deputy Director of Operations should forward the up-dated Disapproved Publications List to be posted on the Virtual Library. The Facility Unit Head will ensure that copies of the list are available to appropriate facility staff and will make a copy available for offender review.
2. The Facility Unit Head or designee should notify the offender of the Committee's decision within ten working days of receiving the Committee's decision (see Attachment #2). Appeals of the Committee's decision may be pursued through the Offender Grievance Procedure within seven days

(see the *Appeals of Publication Disapprovals* section of this procedure). Otherwise the disapproved publication will be disposed of in accordance with Operating Procedure 802.1, *Offender Property*.

J. Appeals of Publication Disapprovals

1. When a publication is disapproved by the Publication Review Committee, the offender may appeal the decision through the Offender Grievance Procedure within seven working days of the date of written notification of the Committee's decision.
2. When a publication is disapproved by the Publication Review Committee, the publisher may appeal the Committee's decision to the Deputy Director within fifteen calendar days of receipt of the written notification that the publication has been disapproved. The office of the Deputy Director of Operations will provide written notification to the publisher of the final decision within ten days of that decision.

K. Unauthorized and Improperly Received Publications

1. Any publication, which has not been ordered or received in accordance with all applicable procedures, will not be delivered to the offender and will be returned to the sender, in accordance with this procedure and Operating Procedure 802.1, *Offender Property*.
2. Denial of unauthorized or improperly received publications should be based upon the failure to follow applicable procedures. Such publications do not need to be reviewed and or submitted to the Publication Review Committee.
3. The offender and the sender will be notified in writing of the reason that delivery was disapproved and advised of the option to appeal the rejection to the Facility Unit Head in accordance with this operating procedure.
4. The Facility Unit Head or designee should deny a publication as unauthorized or improperly received if:
  - a. The publication has not been subscribed to, ordered or received direct from a legitimate mail order source and/or has not been prepaid and pre-approved in accordance with all applicable division and facility procedures.
  - b. The publication is not properly addressed, in accordance with section V., D., 4., above.
  - c. The publication is unsolicited, generally mailed, or mass mailed material (bulk mail), such as catalogues, sales brochures, advertising fliers, etc., and pre-approval was not obtained by the offender. If this material was not sent as first class mail, it is not necessary to notify the sender or the offender and it should be marked "refused" and returned to the post office.
  - d. The publication was received from a private individual.
  - e. The publication received has been altered (pages or pictures removed, blotted out, etc.), even if the offender received prior approval to order the publication. If the publication came from a vendor, the Facility Unit Head should also notify the Publication Review Committee of the name and address of the mail order source, the publication name, issue number, and the nature of the alteration.

L. Specific Criteria for Publication Disapproval

The Facility Unit Head, or his designee, should disapprove a publication for receipt and possession by offenders and forward it to the Publication Review Committee for final action if the publication can be reasonably documented to contain:

1. Explicit or graphic depictions or descriptions of sexual acts, including, but not limited to:
  - a. Actual sexual intercourse, normal or perverted, anal, or oral



- b. Secretion or excretion of bodily fluids or substances in the context of sexual activity
  - c. Lewd exhibitions of uncovered genitals in the context of sexual activity
  - d. Bondage, sadistic, masochistic or other violent acts in the context of sexual activity
  - e. Any sexual acts in violation of state or federal law
2. Material that promotes, solicits, depicts or describes the commission of same gender sexual activity or contains depictions of lewd exhibitions of uncovered genitals of individuals of the same gender as the facility population.
  3. Material that contains solicitations for or promotes sexual activities that are in violation of state or federal law
  4. Material that promotes the abuse or sexual exploitation of children or contains nude depictions of children or depictions or descriptions of sexual activity with children
  5. Information regarding escape techniques or the manufacture, simulation, or concealment of weapons, ammunition, explosives, incendiaries, or escape devices
  6. Information regarding the ingredients or manufacture of poisons, drugs, intoxicants, abrasives, corrosives or other toxic or illegal substances
  7. Material that promotes or advocates violence, disorder, insurrection or terrorist activities against individuals, groups, organizations, the government, or any of its institutions
  8. Material that promotes, advocates or instructs in the commission of criminal activity or the violation of state or federal laws or the violation of the Offender Disciplinary Procedure
  9. Instructions or information that contain technical specifications for, or may be used to alter or defeat electronic, mechanical or other security devices or information concerning security techniques and training of personnel or canine units.
  10. Instructions or information that may be used to alter or defeat facility systems of communication
  11. Instructions or information relating to the ability to physically disable, injure, or kill a person
  12. Material whose content could be detrimental to the security, good order, discipline of the facility, or offender rehabilitative efforts or the safety or health of offenders, staff, or others
  13. Material that depicts, describes, or promotes gang signs, language, clothing, jewelry, codes or paraphernalia, gang participation, or other gang-related activity or association
  14. Material, documents or photographs that depict, describe or suggest the use of violence, weapons, illegal drugs, or other activities that counter the stated goal of rehabilitation within the DOC
  15. Material written in code or written in a foreign (non-English) language (unless obtained from an approved vendor, see *Attachment #6*)

M. Disapproval of Non-English Language Publications

1. Publications that are written in languages other than English that cannot be readily translated and reviewed for content pose an overriding security concern for the DOC.
2. Publications that are written in code or are written entirely in languages other than English should be disapproved unless obtained from an approved vendor (see *Attachment #6*).
  - a. Publications that are written entirely in languages other than English that are not from an approved vendor, but appear otherwise acceptable (no inappropriate pictures, etc.) should be disapproved and sent to the Publication Review Committee for final action and consideration to

add the publisher to the approved vendor list.

- b. The Facility Unit Head has the authority to disapprove publications that are written in code; these publications should not be forwarded to the Publication Review Committee.
  - i. Any publication containing material that is encrypted or encoded shall be forwarded immediately to the Gang Contact or institutional investigator to determine if it should be forwarded to the Gang Management Unit for investigation.
  - ii. The offender may appeal the Facility Unit Head's decision through the Offender Grievance Procedure.
  - iii. The facility should not return the publication pending completion of the grievance process
3. Publications that are not completely written in a foreign language but that contain un-translated foreign text that cannot be readily translated and reviewed should be disapproved and sent to the Publication Review Committee for final action.
4. The restriction on foreign language publications does not apply to educational materials provided through an approved DCE academic class. All materials placed in DCE libraries must comply with this operating procedure.
5. The restriction on foreign language publications does not apply to publications that contain complete, direct translations from a foreign language into English (i.e. English – foreign language dictionaries, language text books, and publications that contain parallel text in English and other languages).
6. Offenders may order and possess specified foreign language religious texts from vendors approved by the Faith Review Committee as a source for foreign language religious texts (see *Attachment #6*).

#### N. Publications Made Available to Offenders through Facility Programs

1. Publications and other materials placed in DOC and DCE libraries or provided to offenders through facility approved, on-going programs or special activities should be integral to the program or activity and will be reviewed and approved by the Facility Unit Head or designee, prior to being made available to offenders. Publications and other materials should not be approved for offender access or use if their content would be disapproved in accordance with the *Specific Criteria for Publication Disapproval* section of this procedure.
2. The provision of any publication by the facility for offender use is discretionary and may be denied for reasons other than the criteria listed in this procedure, such as appropriateness for the program or activity for which such material has been requested. Therefore the decision of the Facility Unit Head is final.
3. If desired, the Facility Unit Head may request review by the Publication Review Committee regarding publications which may violate the criteria listed in this procedure but such review is not required.

#### O. Publication Possession

1. Rules regarding the number and storage of publications and the disposition of excess publications that an offender has in his possession are specified in Operating Procedure 802.1, *Offender Property*.
2. Offenders under the Age of 18
  - a. Offenders under the age of 18 are not permitted to order or receive publications which state "not to be sold to persons under the age of –". If such materials are received by the facility for an under age 18 offender, this material is to be returned to the sender with a letter stating that the addressee is underage and cannot receive it. If the material does not contain any disclaimer regarding age but appears to violate COV §18.2- 390 or §18.2- 391, the publication should be sent to the Publication Review Committee with a letter indicating that it was received by an

underage offender.

- b. Offenders under the age of 18 who are found to be in possession of sexually explicit materials are to be charged with "Possession of Contraband" in accordance with the Offender Disciplinary Procedure. The offense report should include the offender's date of birth. The contraband is to be confiscated.

## VI. REFERENCES

Operating Procedure 802.1, *Offender Property*

## VII. REVIEW DATE

This procedure shall be reviewed annually by the office of primary responsibility and re-written no later than August 1, 2010.

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John M. Jabe, Deputy Director of Operations

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James R. Camache, Deputy Director of Community Corrections





FACILITY \_\_\_\_\_

OFFENDER NAME NUMBER	DATE RECEIVED	PUBLICATION	VOLUME/ ISSUE#/ DATE	REASON FOR DISAPPROVAL See a., below	PAGE NUMBERS See b.

- a. Reason for Disapproval should specify the number(s) in the Specific Criteria for Publication Disapproval section of Operating Procedure 803.2 for the criteria used for disapproving the material and a brief description for clarification, if necessary. Specific criteria are listed on the next page.
- b. Page numbers or identifying markers should be provided of the specific material violating Operating Procedure 803.2. Publications without pages specified will be returned for this information (except #15). For publications with lengthy written passages, the location of the disapproved material on the page should be specified.



### SPECIFIC CRITERIA FOR PUBLICATION DISAPPROVAL

A publication should be disapproved if it can be reasonably documented to contain:

1. Explicit or graphic depictions or descriptions of sexual acts, including:
  - a. Actual sexual intercourse, normal or perverted, anal, or oral
  - b. Secretion or excretion of bodily fluids or substances in the context of sexual activity
  - c. Lewd exhibitions of uncovered genitals in the context of sexual activity
  - d. Bondage, sadistic, masochistic, or other violent acts in the context of sexual activity
  - e. Any sexual acts in violation of state or federal law
2. Material that promotes, solicits, depicts or describes the commission of same gender sexual activity or contains depictions of lewd exhibitions of uncovered genitals of individuals of the same gender as the facility population
3. Material that contains solicitations for or promotes sexual activities that are in violation of state or federal law
4. Material that promotes the abuse or sexual exploitation of children or contains nude depictions of children or depictions or descriptions of sexual activity with children
5. Information regarding escape techniques or the manufacture, simulation or concealment of weapons, ammunition, explosives, incendiaries, or escape devices
6. Information regarding the ingredients or manufacture of poisons, drugs, intoxicants, abrasives, corrosives or other toxic or illegal substances
7. Material that promotes or advocates violence, disorder, insurrection or terrorist activities against individuals, groups, organizations, the government, or any of its institutions
8. Material that promotes, advocates or instructs in the commission of criminal activity or the violation of state or federal laws or the violation of the Offender Disciplinary Procedure
9. Instructions or information that contain technical specifications for, or may be used to alter or defeat electronic, mechanical, or other security devices, or information concerning security techniques and training of personnel or canine units
10. Instructions or information that may be used to alter or defeat facility systems of communication
11. Instructions or information relating to the ability to physically disable, injure, or kill a person
12. Material whose content could be detrimental to the security, good order, discipline of the facility, or offender rehabilitative efforts or the safety or health of offenders, staff, or others
13. Material that depicts, describes or promotes gang signs, language, clothing, jewelry, codes or paraphernalia, gang participation or other gang-related activity or association
14. Material, documents or photographs that depict, describe or suggest the use of violence, weapons, illegal drugs, or other activities that counter the stated goal of rehabilitation within the DOC
15. Material written in code or written in a foreign (non-English) language (unless obtained from an approved vendor)



SAMPLE LETTER

(To Be Sent to Offender After Review by Publication Review Committee)

(Date)

MEMORANDUM

TO: (Offender Name), (Offender Number)  
FROM: (Name - Facility Unit Head/Designee), (Title)  
SUBJECT: Publication Disapproval

Your publication, (Title, Issue), has been reviewed by the Publication Review Committee. It has been determined that you cannot possess this publication.

This publication has been disapproved due to the violation of Operating Procedure 803.2, *Incoming Publications, Specific Criteria for Publication Disapproval # (Criteria)*. If you are dissatisfied with this decision, you may appeal using the Offender Grievance Procedure within seven days of the date of this letter. Otherwise, in accordance with Operating Procedure 802.1, *Offender Property*, you must dispose of this property using the Property Disposition Form.

cc: Grievance Coordinator\*  
Personal Property  
Mail Room

\* (If the grievance coordinator receives a grievance, then he must notify personal property/mailroom to retain publication pending review of grievance at all levels).



SAMPLE LETTER

(To Be Sent to Offender Within 10 Days of Receipt of Publication by Mailroom)

(Date)

MEMORANDUM

TO: (Offender Name), (Offender Number)

FROM: (Name - Facility Unit Head/Designee), (Title)

SUBJECT: Publication Disapproval

Your publication, (Title, Issue), has been received. I have reviewed this publication and determined that it violates Operating Procedure 803.2, *Incoming Publications, Specific Criteria for Publication Disapproval*. Therefore, I am disapproving possession of this publication, pending review by the Publication Review Committee.

Your publication will be forwarded to the Publication Review Committee and you will be notified of their decision. At that time, if you are dissatisfied with the decision of the Publication Review Committee, you may appeal through the Offender Grievance Procedure.

If you wish to dispose of this publication, in accordance with Operating Procedure 802.1, *Offender Property*, instead of having it reviewed by the Publication Review Committee, you must notify me within seven days of how you want to dispose of it using the attached *Disapproved Publication Disposition and Waiver of Appeal*. If you choose to dispose of the publication, you waive your right to appeal the decision to disapprove your possession of it.

cc: Mail Room\*

\* (A copy of this letter will be attached to the publication and forwarded to the Publication Review Committee)



Offender Name: \_\_\_\_\_ Number: \_\_\_\_\_

Facility: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby authorize disposal of the publications listed below by the following means:

- Check One:** ☐ Mail or  
☐ USPS/other service: \_\_\_\_\_ Send to:  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
☐ Visitor Pick-up by  
Name: \_\_\_\_\_  
Date of Pick-up: \_\_\_\_\_  
☐ Destroy

List name, volume and issues number/date and publisher of publication(s) to be disposed of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back of this form if more space is needed)

I am requesting that the publication(s) listed above be disposed of as I have specified instead of being sent to the Publication Review Committee for review of the disapproval and I waive my right to appeal the decision to disapprove possession of the publication(s).

I understand that if I have not provided the postage to have these publications sent out or had them picked up within 30 days, they may be disposed of by the facility, through the Involuntary Disposition process, in accordance with Operating Procedure 802.1, *Offender Property*.

Offender Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Title: \_\_\_\_\_

If the offender does not notify the Facility Unit Head or designee within seven days of his receipt of the Notification of Publication Disapproval that he requests to dispose of the publication(s) in lieu of submission to the Publication Review Committee, the publication(s) may be sent to the Publication Review Committee for review.

cc: Publication Review Committee





SAMPLE LETTER

(To Be Sent to publisher after disapproval by the Publication Review Committee)

(Date)

(Name of Publisher/Vendor)

(Street Address)

(City, State Zip)

To the Publisher:

You are hereby advised that the following issues of publications sent to an offender of the Virginia Department of Corrections have been disapproved for delivery to offenders of the Department:

(Publication name, vol. & no. (page(s)))

for the following reasons:

*(Sample text)*

These issues contain material that violates Operating Procedure 803.2, *Incoming Publications*, and could be detrimental to the security and good order of the institution and the rehabilitation of inmates. The numbers for those pages that were reviewed on which violations were found are listed above with the issue containing them.

*(Sample text for foreign language publications)*

These publications are written in a language other than English and, therefore, cannot be readily reviewed, in accordance with Virginia Department of Corrections Operating Procedure 803.2, *Incoming Publications*, for content that could be detrimental to the security and good order of the institution and the rehabilitation of inmates.

You may obtain an independent review of this decision by writing, within fifteen (15) calendar days, to the Deputy Director, Division of Operations, Virginia Department of Corrections, P. O. Box 26963, Richmond, Virginia 23261.

Sincerely,

Chairman, Publication Review Committee

**Should you not wish to receive such notification in the future, please sign below, and return to the Publication Review Committee at the above address.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



SAMPLE LETTER

(To Be Sent to publisher after disapproval by the Publication Review Committee)

(Date)

(Name of Publisher/Vendor)  
(Street Address)  
(City, State Zip)

To the Publisher:

You are hereby advised that the following issues of publications sent to an offender of the Virginia Department of Corrections have been disapproved for delivery to offenders of the Department:

(Publication name, vol. & no. (page(s)))

for the following reasons:

*(Sample text)*

These issues contain material that violates Operating Procedure 803.2, *Incoming Publications*, and could be detrimental to the security and good order of the institution and the rehabilitation of inmates. The numbers for those pages that were reviewed on which violations were found are listed above with the issue containing them.

*(Sample text for foreign language publications)*

These publications are written in a language other than English and, therefore, cannot be readily reviewed, in accordance with Virginia Department of Corrections Operating Procedure 803.2, *Incoming Publications*, for content that could be detrimental to the security and good order of the institution and the rehabilitation of inmates.

You may obtain an independent review of this decision by writing, within fifteen (15) calendar days, to the Deputy Director, Division of Operations, Virginia Department of Corrections, P. O. Box 26963, Richmond, Virginia 23261.

Sincerely,

Chairman, Publication Review Committee

**Should you not wish to receive such notification in the future, please sign below, and return to the Publication Review Committee at the above address.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



## **Foreign Language Religious Texts**

American Bible Society  
P.O. Box 2854  
Tulsa, OK 74101-9921

International Bible Society  
1820 Jet Stream Drive  
Colorado Springs, CO 80921 USA

The Jewish Publication Society  
2100 Arch Street, 2nd Floor  
Philadelphia, PA 19103

Watch Tower Bible and Tract Society of Pennsylvania  
25 Columbia Heights  
Brooklyn, NY 11201-2483

## **Foreign Language Periodicals**

Newsweek (Spanish Version)

Men's Health (Spanish Version)

People Magazine (Spanish Version)

Cosmopolitan (Spanish Version)

National Geographic (Spanish Version) (added 10/4/07)