USP THOMSON

INMATE BULLETIN

UPDATED Mail Procedures

The purpose of this bulletin is to remind the inmate population of the modified mail procedures here at USP Thomson to streamline the processing of incoming general correspondence.

In effort to increase safety for the inmate population, staff, and the public all incoming general correspondence will be photocopied by staff and you will be provided a photocopy consistent with normal mail delivery procedures. In addition, all incoming general correspondence and envelopes must be white in color. Envelopes that are not white in color are prohibited and will be returned to the sender. All general correspondence is to be on standard paper, card stock is prohibited. Only five (5) pages of 8.5 x 11 (standard letter size) paper are allowed per envelope. Both sides of the paper may now be utilized.

Incoming inmate general correspondence envelopes and/or inmate general correspondence affixed with, marked upon, or containing: glitter, stickers, lipstick, crayon, marker, oily substance, stains, or sprayed with a fragrance is prohibited. All commercial greeting cards will be photocopied.

All incoming inmate special/legal mail will continue to be opened only in the presence of the inmate; however, it will be searched for contraband. Special/Legal mail envelopes will be photocopied prior to delivery. Original general correspondence mail, greeting cards, and envelopes will be maintained by Mail Room staff for 30 days. Retention is to allow for a better copy if the issued photocopy is determined to be unreadable by staff or to allow for the administrative remedy process to address any issues.

Incoming inmate general correspondence that is determined to pose a threat or is prohibited as noted above (6b), is subject to rejection in accordance with Program Statement 5265.14, Correspondence.

//s//	1-11-2021
J. Doerer, Associate Warden (P)	Date