

# USP THOMSON

## INMATE BULLETIN

### Reminder of Mail Procedures

The purpose of this bulletin is to remind the inmate population to streamline the processing of incoming packages and publications and general correspondence containing photos.

Any single piece of mail (general correspondence or publication) containing more than 25 photos or five books will be rejected.

Hardcover books continue to be detrimental to the safety and security of the institution. As such, USP Thomson Staff will reject all hardcover books from entering USP/SCP Thomson.

Inmates will only be authorized hardcover books if staff can verify the requested title is only available in hardcover form. Inmates wishing to receive hardcover books will send an electronic message or a written "inmate Request to Staff Member" to the Supervisory Chaplin for religious materials or the Supervisor of Education for all other publications to verify that the publication is not available in any other format. If determined that the publication is only available in hardcover or will not be available in softcover in a reasonable time frame, the Supervisory Chaplain and/or the Supervisor of Education may approve the hardcover book. The approving official will notify the mailroom staff of their approval.

As a reminder, inmates are limited to the amounts of allowable books and personal photos as noted in the institutional supplement and national policy for Inmate Personal Property. Inmates found to be in possession of books or personal photos in excess to the allowable limits may be subject to confiscation procedures.

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J. Doerer, Associate Warden (P)

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12-16-20

Date

