

Notice Regarding Prisoner Mail

On October 17, 2019, the following information was emailed to all Wardens for dissemination to staff:

This is a reminder that each facility must comply with the procedures set forth in Policy Directive 05.03.118, *Prisoner Mail*, and Department Operating Procedure 05.03.118A, *Handling Prisoner Incoming Mail*, paragraph G regarding the rejection of prisoner mail, including the following:

- Mail should not be prohibited solely because the content is religious, social, unpopular, etc.
- Prisoners are prohibited from receiving mail that may pose a threat, including the example situations listed
- A notice of a rejection must be sent to the sender as well as the prisoner
- Levels of review and the appeal process *NO SUCH THING!*

(Additionally, please have the mailroom staff conduct a read-and-sign of PD 05.03.118 and Statewide OP 05.03.118A by November 15, 2019, and send the completed signatures to Litigation Specialist Jaquine Castillo.)

Please ensure that any facility operating procedures are also in compliance no later than November 30, 2019, and include the review process, notice to the prisoner and sender, and the availability of appeal.

(If you have any questions, please contact the Office of Legal Affairs )  
Administrator Jared Warner.)

*Exhibit # 2607*