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SUMMARY OF REVISION/REVIEW

Policy Directive 022-016 incorporated. New Policy format throughout including changing "inmate" to "incarcerated individual", "institution" to "facility", and "PROCEDURE" to "PROCESS".

APPROVED:



Diane Sabatka-Rine, Interim Director
 Nebraska Department of Correctional Services

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PURPOSE

To provide Nebraska Department of Correctional Services (NDCS) policy for incarcerated individual mail. (ACRS-6A-07)

Each facility, consistent with its function and the nature of its incarcerated population and programs, shall develop its own Procedure within the limits and guidelines of this Policy.

There shall be no restrictions on the number of letters, length, language, content or source of mail or publications, except when there is a reasonable belief that the limitation is necessary to protect public safety or facility order and security. (ACI-7D-02)

As used herein, the term “mail” shall include packages unless otherwise specified.


The current version of Title 68 Chapter 3 - MAIL PRIVILEGES of the Rules and Regulations of NDCS promulgated under the Administrative Procedures Act is herewith incorporated into this Policy. This document will be referred to as Chapter 3 below.

This Policy and Chapter 3 shall be reviewed annually and updated as needed.

PROCESS

I. MAIL PRIVILEGES

- A. In addition to contraband specified in Chapter 3, contraband includes any items which are not acquired by incarcerated individuals through authorized facility channels or sources.
- B. Outgoing Mail Procedures - United States Postal Service (USPS)
 1. Incarcerated individuals may send mail or electronic messages to any person or organization they choose, except as prohibited by Chapter 3 (Attachment A) or this policy.
 2. If the warden has reasonable cause to believe that an incarcerated individual is using the mail to engage in an unauthorized business enterprise or to defraud the public, the warden should document the facts that led to that conclusion and a direct order should be given to the incarcerated individual to discontinue the practice. Evidence that the incarcerated individual has not complied with the direct order may cause the incarcerated individual to be subject to disciplinary action.
 3. Outgoing incarcerated individual mail will be stamped with the following disclaimer: NOTICE! This correspondence was mailed by an incarcerated individual confined in a facility operated by the NDCS. Its contents are uncensored.
 4. All cases of internal facility correspondence must contain the incarcerated individual’s committed name and NDCS ID number. An incarcerated individual may also sign the communication with a recognized alias, such as a Muslim name. If incarcerated individuals have legally changed their names, both the committed


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name and the legal name will be shown, and the legal name must be signed. Incarcerated individuals may use only their legally changed name and number on the envelope of outgoing mail. (ACI-7D-01)

5. If an incarcerated individual attempts to send mail to an incarcerated individual in another facility or in the same facility, the warden at the sending facility shall have the authority to intercept the mail and return it to the sender under the same standards as provided for incoming mail in paragraph D.1, below.
6. Incarcerated individuals will not be permitted to use the state's inter-office mail system to send mail to NDCS staff, except for these exceptions:
 - a. When such mail involves applications for a speedy trial directed to the NDCS' Special Services Unit
 - b. Appeals of Institutional Disciplinary Committee (IDC) actions to the Appeals Board
 - c. Requests to NDCS Accounting
 - d. Good Time Restoration Appeals
 - e. Step 2 Grievance Procedures
 - f. Appeals of Classification Actions
 - g. Requests to the department ADA coordinator
 - h. Requests to mental health practitioner supervisor/Inpatient Healthy Lives Program
 - i. NDCS social worker
 - j. NDCS reentry unit
 - k. NDCS Adult Parole Administration


Team members should not assume responsibility for mailing these materials for incarcerated individuals through interoffice mail except for disciplinary and/or classification appeals. This mail must either be folded or stapled with the proper return address. On the return address, the incarcerated individual must use his/her number, committed name or legally changed name and the name of the facility where the incarcerated individual is assigned. Incarcerated individuals must use the U.S. Mail Service for all other correspondence.

7. Contraband, which is removed and confiscated from outgoing incarcerated individual correspondence, other than money, will be disposed of unless it is needed as evidence for prosecution. The method of disposition will be decided by

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the warden. Disposition of money orders will be in accordance with Policy 113.02, *Incarcerated Individual Accounting*. (ACI-7D-05, ACRS-6A-08)

8. All properly stamped and addressed mail will normally leave the facility no later than 24 hours after the sender has deposited it for mailing, and packages will leave the facility no later than 48 hours after deposit, with the exception of weekends and holidays. Outgoing electronic messages will generally be delivered within the same time frame as mail through the United States Postal Service. Mail or packages may be delayed when mail/packages contain suspected contraband, additional postage is required, a facility emergency exists, and so forth. Emails that are flagged for review may take longer and are not reviewed on weekends and/or holidays. They will generally be reviewed within two (2) business days from receipt. (ACI-7D-09, ACRS-6A-08)
9. Incarcerated individuals may not possess postage stamps. Pre-stamped envelopes will be available for purchase in the facility canteens. Incarcerated individuals will be allowed to possess up to 40 pre-stamped envelopes. A 10" pre-stamped envelope will be sold. Incarcerated individuals may receive self-addressed stamped envelopes when these come from government agencies, an attorney, a publisher, vendor, religious headquarters, or an educational facility (so long as the envelopes are enclosed as part of a bona fide approved correspondence course). The warden/designee must approve all correspondence courses and will work with designated Education staff. Self-addressed stamped envelopes may also be received in legal mail. Self-addressed stamped envelopes may not be mailed in from any other source and for any purpose other than as stated herein. All other pre-stamped envelopes must be purchased from the facility canteen. A supply of stamps will be maintained in each canteen for use by incarcerated individuals who purchase special events cards, such as birthdays, anniversaries and holidays.
10. When an incarcerated individual purchases a special event card and necessary postage, the canteen staff will affix the necessary postage on the envelope after the card and postage are purchased by the incarcerated individual. The incarcerated individual will not be given the loose stamp for the incarcerated individual to place on the envelope. Since Community Corrections Center – Omaha (CCC-O) has no canteen, incarcerated individuals there may possess up to 40 stamps.
11. Incarcerated individuals are not permitted to enclose postage or stamped envelopes in outgoing mail, except when requesting return mail from government agencies, or when approved by the warden for special circumstances, such as facilitating family correspondence with children.
12. Disclaimer stamping of incarcerated individual mail as described in I.B.3 above and search of outgoing mail as described in I.B.7 above will not be done at community corrections facilities.
13. Incarcerated individuals are not allowed to receive communication by facsimile machine or by telegram.


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C. Incoming Mail Procedures (ACI-7D-04)

Incoming mail procedures may differ for facilities designated by the deputy director-prisons or deputy director-programs. See PROCESS I.D. below for specific incoming mail photocopying procedures for those facilities designated by the deputy director-prisons or deputy director-programs.

1. Letters, Publications, Commercial Items, Magazines, Books, and Calendars

- a. All publications, including but not limited to, books (soft-back, paperbacks and hardbound) must be prepaid and sent to the incarcerated individual directly from only the vendor(s) authorized by NDCS. Incarcerated individuals may only order books and receive books pursuant to Policy 113.23, *Incarcerated individual Orders*.
- b. Any publication or photograph that contains pornographic material shall not be permitted. Pornographic material is material containing full or partial nudity and/or sexually provocative poses. A notice of withholding will be completed and a copy sent to the incarcerated individual. The incarcerated individual may request a review through the warden/designee. The warden/designee will provide a notice of decision to the incarcerated individual after review.
- c. Religious publications, tapes and CD's may be received directly from churches or other religious bodies after being screened by the religious coordinator.
- d. If an incarcerated individual is denied a publication and subsequently files a grievance, the content of the publication will be reviewed by the warden/designee. The reviewer shall not have participated in the original decision to deny the publication. The grievance response must cite the specific reasons for denial of the publication.
- e. If facility staff can determine the incarcerated individual for whom the mail is intended, such mail must be delivered. Mail must be delivered if it contains only the incarcerated individual's legally changed name and facility number.
- f. All incoming letters to incarcerated individuals will be stamped with a receiver stamp near the incarcerated individual's name, when possible. This stamp will include a date that the material was received and the facility that received it.
- g. All incoming mail will normally be delivered to the incarcerated individual within 24 hours and packages within 48 hours after its receipt at the facility, except during weekends and holidays. Incoming electronic messages will generally be delivered within the same time frame as mail through the United States Postal Service. Mail or packages may be delayed when

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mail/packages contain suspected contraband; a facility emergency exists, and so forth. (ACI-7D-09, ACRS-6A-08)

- h. If an incarcerated individual's mail is held for not complying with policy, a "Notice of Held Mail" form (Attachment B) shall be completed. The incarcerated individual will receive a copy of the form noting the reason the mail was held.
- i. Cards containing inserts including, but not limited to, buttons and recording devices are not allowed. Inserts or items that create an open or hollow space in a card shall be removed.
- j. Photographs
 - 1) Incarcerated individuals may receive photographs through U.S. Postal Mail Service or the contracted electronic system. Photographs or electronically transmitted screen shots sent that do not meet the below criteria will not be forwarded to the incarcerated individual:
 - a) No hand signs: including peace signs and middle fingers
 - b) No items that depict violent or illegal activity
 - c) No pictures of individuals with large amounts of money
 - d) No items that might incite violent or illegal activity
 - e) No nude or partially nude males or females, including infants/newborn pictures, and including such drawings/cartoons
 - f) No individual clothed in panties/underwear, bras sheer negligees or nightgowns, including bathing suits, for adults and children
 - g) No clothing that would be deemed unacceptable for wearing in public
 - h) No sexual gestures, even when clothed
 - i) No drug use
 - j) No images of offenders or offender information
 - k) No images of social media or text
 - l) Screen shots shall not contain any text

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2) Photographs Sent that Violate NDCS Criteria

a) Electronically Transmitted Photographs

Photographs that are sent electronically via the contracted electronic system that do not comply with 1) above shall be not be forwarded to the incarcerated individual. The contractor does not provide refunds to the sender for such photographs.

b) Photographs Sent through the U.S. Mail Service

Photographs that are sent via the US Postal Mail Service will be held for 30 days and can be returned to sender at the incarcerated individual's expense. After 30 days, any photographs not returned to sender will be destroyed.

2. Contraband (ACI-7D-05, ACI-7D-08, ACRS-6A-08)


Contraband which is removed from incoming incarcerated individual mail which is not returned to the sender may be turned over to law enforcement authorities for possible prosecution. Contraband not returned to the sender or given to law enforcement will be disposed of according to facility procedures.

Chapter 3, Mail Privileges (Section 006.04). Inserts in publications may be removed from the publication if the inserts are contraband. This includes, but is not limited to fragrance and lotion samples. The inserts may be removed without notice to the incarcerated individual. After the inserts that are contraband are removed from the publication, the publication can be delivered to the incarcerated individual.

3. Funds Received

a. Money orders or checks found to be contained in any incoming mail, such will be credited in accordance with Policy 113.02, *Incarcerated Individual Accounting*. Notification of such credit will be provided to the incarcerated individual by the business manager/designee of the appropriate facility. Senders of checks or money orders must be certain that their first and last names and complete address appear on the check, money order or envelope. A receipt will be issued to the incarcerated individual by the business manager/designee of the appropriate facility.

b. Travelers checks found in any incoming mail will not be accepted by the facility. Cash/coin will be placed on the incarcerated individual's confiscated account. Incarcerated individuals shall be instructed to inform family and friends of these requirements. The incarcerated individual will be notified of this action. A receipt will be issued to the incarcerated individual by the business manager/designee of the appropriate facility. (ACI-7D-07)

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- c. Incarcerated individuals may not receive money or money equivalent (in any form) from family/friends or other incarcerated individuals or any persons on the approved visiting list of other incarcerated individuals.
- D. Incoming mail photocopy procedures for facilities designated by the deputy director-prisons or deputy director-programs. (ACI-7D-04)

Incoming mail shall be sorted and date stamped to separate incarcerated individual privileged mail and incarcerated individual regular mail. Mailroom staff will locate and verify all incarcerated individual mail and note the incarcerated individual's living location on the envelope. For privileged mail see PROCEDURE I.E. below.

1. Mail Room Process

- a. Personal letters and greeting cards will be run through the opener in the mailroom and placed in a tote.
- b. Mailroom staff will notify a designated support staff member to come collect the tote (designated staff report to the mailroom a minimum of once each hour to ensure timely processing of mail).
- c. Designated support staff will examine for contraband and make a photocopy of the entire correspondence.
- d. Correspondence with money orders and checks will be returned to the mailroom for logging, processing, and photocopying.
- e. All letters, cards and the envelopes will be photocopied and delivered to the incarcerated individuals. Letters, greeting cards and other items mailed in that would normally be held for suspected contraband, stains, foreign substances and or glued items etc. will not be copied and will be held per current procedure. Cards containing inserts including, but not limited to, buttons and recording devices are not allowed. Inserts or items that create an open or hollow space in a card shall be removed.
- f. Designated support staff making the photocopies will use both sides of NDCS paper on letters and the envelope and copies will be in black and white.
- g. Photographs

Pictures, including drawings, that are mailed in will be examined for any violation of policy and any signs of altering. If none are present the picture will be photocopied in color on a separate piece of regular paper and delivered to the incarcerated individual with the photocopy of the letter and the envelope. Additional pages maybe two-sided photocopied; photographs will be photocopied on individual/one-sided pages to be delivered to the incarcerated individual. Designated support staff will place

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the copy of the picture in the incoming mail making sure not to fold the photograph.


Criteria of Photographs is the same for all NDCS facilities as listed in I.C.1.j.1) above.

- h. Designated support staff will return the original mail and photocopies to the mailroom. (Mailroom will sort the allowed correspondence and place in the respective housing unit bins.) Originals will be banded together and placed in a storage box in the mail room. The box with original correspondence will be dated for future reference and will be stored for 30 days. After 30 days all correspondence will be disposed of. Incarcerated individuals will be permitted to mail out the original letter, photograph, drawing, etc. at their own expense within the 30 day time frame.
- i. Magazines, books, calendars and newspapers will follow PROCEDURE I.A. above and will not be affected by the photocopy process.

E. Privileged Mail (ACI-3D-02, ACI-7D-06, ACRS-6A-01)

- 1. Incarcerated individuals may send and receive sealed letters to and from the following entities:
 - a. All federal and state officials – A federal or state official is a person elected or appointed to carry out a governmental function
 - b. NDCS director and deputy directors
 - c. Warden of any facility of NDCS
 - d. Office of Public Counsel/Ombudsman
 - e. Judges
 - f. Members of the Parole Board and members of the Pardons Board
 - g. Inspector General
 - h. Active Licensed Attorneys

Mail from these individuals will be treated as confidential and opened and inspected only in the presence of the incarcerated individual, unless waived in writing. The warden of the facility from which such mail originates may choose to stamp any such outgoing mail disclaiming any administrative responsibility for the nature or contents of such mail.

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2. Incoming Process

All incoming privileged mail will be logged upon receipt by the mailroom Supervisory Sergeant or the mailroom personnel on the Privileged Mail Delivery Form (Attachment D). Mailroom personnel must sign and list the name of the addressee and sender on the Privileged Mail Delivery Form. The staff member who delivers the privileged mail to an incarcerated individual must list their name and rank/position on the Privileged Mail Delivery Form. Upon delivery of any privileged mail, staff will provide the Privileged Mail Delivery Form to the incarcerated individual. If the incarcerated individual refuses to sign this form, another staff member will note “incarcerated individual refused to sign” on the Privileged Mail Delivery Form and sign as a witness. The privileged mail will then be opened in the presence of the incarcerated individual. Mail opened and inspected under these circumstances will not be read unless there is clear and convincing evidence that the incoming mail threatens the safety, security, or good order of the facility. All outgoing privileged mail will be logged upon being sent from the facility. The log shall contain the incarcerated individuals name and number, attorney/agency name, address, certified number (if applicable), date out, and cost of postage.

- a. All incoming privileged mail will be screened by a member of the facility Intel Team for unusual odor, stains, feel/touch, mailing address and/or postage discrepancies before being processed for distribution.
- b. If any discrepancies are noted, the item will be tested for illicit substances through the outside of the unopened envelope.
- c. If the envelope tests positive for an illicit substance, it will be held as evidence and the NDCS investigations coordinator will be notified immediately.
- d. If the discrepancy is based on visual observation or how the envelope is addressed, the team member will initiate contact with the office of the addressee to verify if the privileged mail was sent by the addressee.
- e. If the privileged mail was not sent from the addressee listed on the envelope, it will not be considered privileged correspondence. The contents will be inspected for contraband and tested for illicit substances. If contraband or illicit substances are detected, all items will be held as evidence and the NDCS investigations coordinator will be notified immediately. If no contraband or illicit substances are detected the mail be will treated as held mail in accordance with policy.

3. Incoming privileged mail photocopy procedures for the facilities designated by the deputy director-prisons or deputy director-programs


Along with the process outlined above to prevent contraband or illicit substances from entering the facility, the additional steps listed below will occur, including the use of photocopying and shredding. Be advised that photocopying/shredding of

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privileged mail will only occur at facilities identified by the deputy director-prisons or deputy director-programs.

- a. All prescreened privileged mail will be delivered to the Mailroom Supervisory Sergeant or Shift Supervisor's office and will be distributed to the incarcerated individual(s) by a member of the Intel Team, a Security Supervisor or the Supervisory Sergeant assigned to the mailroom.
 - b. A secure location will be identified that has access to a photocopier and a document shredder. Photocopy machines used during this process cannot have image saving memory.
 - c. Incarcerated individuals assigned to general population housing will be placed on pass to receive their privileged mail. For individuals assigned to non-general population housing, staff will deliver the mail to the incarcerated individual in the housing unit in accordance with these procedures.
 - d. Incarcerated individuals must present their incarcerated individual ID to receive their privileged mail and will be presented with the Privileged Mail Delivery Form for signature of receipt of the privileged mail. If the incarcerated individual refuses to sign the form, another staff member will note "incarcerated individual refused to sign" on the Privileged Mail Delivery Form and sign as a witness.
 - e. The privileged mail will be opened in the presence of the incarcerated individual and inspected for contraband or illicit substances. The contents of the privileged mail will not be read unless there is clear and convincing evidence that the incoming mail threatens the safety, security, or good order of the facility.
4. Illicit substances
- a. If no illicit substances are detected:

The privileged mail will be photocopied in the presence of the incarcerated individual, the photocopies will be provided to the incarcerated individual, the incarcerated individual will have the opportunity to verify all pages were copied, and the original documents will be shredded immediately while the incarcerated individual is present.
 - b. If there is evidence of illicit substances:
 - 1) The mail will be tested for illicit substances in the presence of the incarcerated individual.
 - 2) If the mail tests positive for illicit substances, it will be held as evidence and the NDCS investigations coordinator will be notified immediately.

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- 3) If the test is negative for illicit substances, the contents and envelope will be photocopied in the presence of the incarcerated individual. The photocopies will be provided to the incarcerated individual and the original documents will be shredded immediately while the incarcerated individual is present.


Any contraband other than illicit substances which is removed from incoming privileged mail which is not returned to the sender may be turned over to law enforcement authorities for possible prosecution. Contraband not returned to the sender or given to law enforcement will be disposed of according to facility procedures.

If the privileged mail is found to contain items with a raised seal, identification, car titles, birth certificates, etc., these items will be forwarded to the addressee's central file in the Records Office.

5. Incarcerated individuals in Restrictive Housing will observe the following procedures when sending privileged mail:
 - a. Prior to sealing the envelope, the incarcerated individual will show the contents to a staff member through the cell door window.
 - b. Staff are only inspecting for contraband, they will not read the letter/contents. (ACI-7D-05)
 - c. The incarcerated individual will pass the envelope to staff after sealing it.
6. Mail addressed to or from individuals must include the name and title of that person. Mail addressed to an organization is not required to contain the name of an individual. Mail from an organization to an incarcerated individual must include the name and title of an individual employed by the organization.
7. The name or firm affiliation of the sender must appear in commercial printing on the envelope, or the incoming mail will not be considered privileged mail. Any sender using envelopes which do not contain commercially printed names or official status who desires to have his or her mail to an incarcerated individual treated as privileged mail, must acquire the approval of the warden. Without approval, such mail marked "Privileged" will be handled as standard, incoming mail.
8. Any incoming mail marked "Attorney-Client," or which in some other fashion is clearly indicated to be attorney-client communication, shall be opened only in the presence of the incarcerated individual-addressee.

F. Incarcerated individual to Incarcerated individual Mail

1. Mail from incarcerated individuals in other correctional facilities or the same facility is presumed to constitute a threat to the safety, security or good order of the facility


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where the addressee resides. Such mail can be used to communicate escape plans, to arrange assaults and other violent acts, and to facilitate the development of informal organizations that threaten the security of correctional facilities. Electronic messages between incarcerated individuals will not be allowed.

2. The wardens of the facilities where the incarcerated individuals reside may issue written permission for incarcerated individual to incarcerated individual correspondence. Such permission may be granted when the incarcerated individuals are immediate family (immediate family is defined as spouse, parent, step-parent, person acting in the place of parent as documented in the facility file, sibling, step-brother, step-sister, half-brother, half-sister, child, step-child, grandparent, grandchild) or the incarcerated individuals have a common interest in a legal matter and the warden determines that the addressee's receipt of such correspondence will neither threaten the safety, security or good order of the facility nor jeopardize the rehabilitative process of the addressee. Incarcerated individuals who are not immediate family and who desire to correspond regarding a parental interest in a child must show evidence of financial support of that child. Incarcerated individuals approved for incarcerated individual-to-incarcerated individual correspondence may include appropriate photographs with their correspondence. Once both wardens agree to allow two incarcerated individuals to correspond, this permission to correspond will be honored by other NDCS facilities/programs to which the incarcerated individual(s) may transfer. Permission to correspond is always subject to review and may be cancelled for good cause.
3. When incoming mail from another incarcerated individual is denied, the mail will be returned to the sending facility along with a Notice of Returned/Damaged Mail (Attachment C). A copy of the Notice of Returned/ Damaged Mail will be given to the incarcerated individual to whom the mail was addressed. If either the sender or the addressee wishes to challenge the warden's decision to return the mail, the incarcerated individual may use the NDCS grievance mechanism set forth in NDCS Chapter 2.
4. Incarcerated individuals may be allowed to correspond through the mail with other incarcerated individuals "out on bond." However, if there is a safety or security concern, such mail may be read by authorized staff. An incarcerated individual out on bond may not send money to incarcerated individuals. When mail is received from an incarcerated individual out on bond, any letter will be given to the addressee, however, any enclosed money order or check will be returned to the sender.

G. Mail Constituting Threats to the Facility

With respect to the reading of incoming or outgoing mail, the warden shall issue guidelines defining the types of mail that could constitute a threat to the safety, security, or good order of that facility. Whenever such mail is read, the reader shall record the name and facility number of the sender/addressee, the date of the reading, and the reasons why the mail was read.

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After an item is read, it may be copied only if the warden/designee determines that the mail does in fact contain statements or information which could threaten the safety or security of persons or property outside the facility. Copies of any such mail shall be retained only so long as they are needed to complete an investigation of the apparent threat, or so long as they are needed as evidence in a disciplinary proceeding or criminal action.

H. Indigent Incarcerated individuals (ACI-7D-03, ACRS-6A-06)

1. Indigent incarcerated individuals shall receive five, first class, U.S. postage embossed envelopes per month or the equivalent in metered mail to send letters in order to maintain community ties. Indigent incarcerated individuals are those who have not had a balance of \$10.00 or more in their facility and/or regular savings account during the past thirty days. Incarcerated individuals shall have access to the courts for the sending of correspondence and pleadings regardless of their ability to pay postage. See Policy 116.01, *Incarcerated Individual Rights*.
2. Indigent status incarcerated individuals will be allowed to write insufficient fund checks for postage in order to mail tort claims to the Office of Risk Management. Said mail will not be handled as privileged mail and may not be sealed by the incarcerated individual prior to placing it in the outgoing mail. Responses to the incarcerated individual will not be opened in the presence of the incarcerated individual.
3. Indigent postage does not include specialized USPS services (certified, return receipt).

I. Unwanted Correspondence


Incarcerated individuals may not send correspondence to a person who has notified the warden's office verbally or in writing that such correspondence is unwelcome. The incarcerated individual will be given a direct order not to send the unwelcome correspondence and such order will be documented in an incident report. The incarcerated individual who persists in writing after the direct order has been given is subject to a misconduct report for violation of Rule II.E. Outgoing mail addressed to an individual from an incarcerated individual who has been directed not to send mail based on the individual's request will be stopped and may be used as part of the disciplinary process.

II. FORWARDING MAIL (ACI-7D-10, ACRS-6A-09)

When an incarcerated individual has been transferred to another correctional facility, the incarcerated individual's First Class mail will be forwarded. After an incarcerated individual is released, First Class mail will be forwarded if the Department has a forwarding address. If an incarcerated individual has been released and the Department does not have a forwarding address for the incarcerated individual, the mail will be returned to the sender.

REFERENCE

- I. STATUTORY REFERENCE AND OTHER AUTHORITY – None noted

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II. NDCS POLICIES

- A. Policy 113.02, *Incarcerated Individual Accounting*
- B. Policy 116.01, *Incarcerated Individual Rights*

III. ATTACHMENTS

- A. NDCS Rules and Regulations – Chapter 3 – Mail Privileges.
- B. Notice of Held Mail – DCS-A-adm-099
- C. Notice of Returned/Damaged Mail – DCS-A-adm-008
- D. NDCS Privileged Mail Delivery Form

IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA)

- A. Expected Practices for Adult Correctional Institutions (ACI) (5th edition): 5-ACI-3D-02, 5-ACI-7D-01, 5-ACI-7D-02, 5-ACI-7D-03, 5-ACI-7D-04, 5-ACI-7D-05, 5-ACI-7D-06, 5-ACI-7D-07, 5-ACI-7D-08, 5-ACI-7D-09, 5-ACI-7D-10
- B. Standards for Adult Community Residential Services (ACRS) (4th edition): 4-ACRS-6A-01, 4-ACRS-6A-06, 4-ACRS-6A-07, 4-ACRS-6A-08, 4-ACRS-6A-09