



IOWA BOARD OF CORRECTIONS AGENDA
Friday, May 7, 2021, 9:00 a.m.

LOCATION: Zoom Meeting <https://zoom.us/j/94205224798>

TOPIC	PRESENTER
<input type="checkbox"/> Call to Order <ul style="list-style-type: none"> ● Introduction of New Board Member ● Approval of March 5, 2021 Minutes (Action Item) ● Election of New Board Chair and Vice Chair (Action Item) 	Larry Kudej
<input type="checkbox"/> Next Board meeting will be June 4, 2021 at 9:00 am 4th Judicial District, Residential Correctional Facility, 900 9th Avenue, Council Bluffs, Iowa (A meeting notice will be posted on the DOC website: https://doc.iowa.gov/)	Larry Kudej
Welcome	Randy Gibbs, Interim Warden
Director's Update	Dr. Beth Skinner, Director
COVID-19	Dr. Beth Skinner, Director
Policy Update OP-MTV-01 Incarcerated Individual Correspondence (Action Item)	William Sperfslage, Deputy Director Prison Operations
Legislative Session Update	Cord Overton, Legislative Liaison
Public Comments	Public
Open Discussion	Board Members
Adjournment	Board Members

The Board of Corrections' agenda is posted on the DOC Web Site at <https://doc.iowa.gov/> under the Board of Corrections Tab.

This meeting recording will be uploaded to the Department's Youtube Channel for members of the public that would like to observe. You can also view previous Board of Corrections meetings at this site.

Link: <https://www.youtube.com/channel/UCItY2PABjitQpT4Op2w3kTw>

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Creating Opportunities for Safer Communities



IOWA BOARD OF CORRECTIONS MINUTES Thursday, March 5, 2021

Due to the continuing COVID-19 pandemic, this meeting will be conducted via Zoom. Connection information has been provided as part of the meeting agenda and the meeting will be simultaneously live-streamed on the DOC YouTube channel.

Board Members Present: Chair Richard LaMere, Vice Chair Rebecca Williams, Dr. Lisa Hill, Larry Kudej, and Webster Kranto.

Staff Present: Dr. Beth Skinner, William Sperfslage, Sally Kreamer, Cord Overton, Sarah Fineran, Steve Dick, Dr. Jerome Greenfield, Dr. Matthew Morris, Michael Savala, Michelle Dix, Katrina Carter, Jay Nelson, Jerry Evans, [Kris Weitzell](#), [Courtney Arringdale](#), Jennifer Seil, Kathy Culbertson, Jennifer Larson, Lorie Woodard, Sgt. Dan Jasper, [Shawn Howard](#), [Susan Shields](#), Tim Darr, Ryan Olson, Luke Gilder, Lisa Oswald, Jeremy Larson, Chad Kerker

Visitors Present:

Call to Order, Vice Chair Rebecca Williams

- Due to technical difficulties, Vice Chair Williams called the meeting to order.
- Chair LaMere asked for a motion to approve the February 4, 2021 meeting minutes. Larry Kudej made a motion and Webster Kranto seconded the motion. All present members were in favor of approving the minutes, **motion passed**.
- The next scheduled Board of Corrections meeting is April 2, 2021, at the North Central Correctional Facility in Rockwell City, Iowa. The meeting will begin at 9:00 a.m.
- (A meeting notice will be posted on the DOC website: <https://doc.iowa.gov/>)

Welcome - Lorie Woodard, Deputy Warden, Iowa Correctional Institution for Women

- Unit Manager Tim Darr will speak about a recent critical incident at ICIW. He has oversight of mental health and segregation units. Correctional Counselor Jennifer Larson will speak about the Staff Support program at ICIW. Workforce Development Specialist Jennifer Seil and Kathy Culbertson will present on various initiatives taking place at ICIW.
- The last year with COVID has shown a decrease in population in order to manage any outbreaks at the facility from 730 down to 630. As a result, the facility was able to close one of the older units.
- As of today, there are no positive cases in the offender population or among staff. The total positive cases at ICIW among offenders has been less than 25 and staff has been under 40.
- Mr. Kudej asked if the facility has received vaccinations. All of the staff and IIs in a skilled nursing position have received a vaccine if they wanted to receive it.
- Unit Manager Darr outlined a recent event involving a staff member having difficulty breathing. An offender sought staff assistance. Responding staff found this individual in the snow with no pulse. They performed CPR and utilized an AED for approximately 25 minutes until paramedics arrived. Everyone worked very well as a team during the incident and the staff member survived because of their efforts. Responding staff included COs Luke Gilder, Nicholas Hedberg, Callie Moore, Ryan Olson, and Priscilla Rebollozo, Sergeant Dan Jasper, Captain Victor Montalvo, LPN Eric Ranken, and RNs Michelle Reitzler, Kelsy Shelton and

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Layet Kennedy. The doctor at the hospital was reported to have said the staff at ICIW saved this person's life. We sometimes joke about the mundane training we do in the DOC, but times like this make everyone appreciative of it. The following day there was a debriefing with staff support services.

- Correctional Counselor Jennifer Larson discussed the roles of Staff Support Services. This group offers an opportunity for staff to debrief - not in a security sense, but in a way to resolve some of the trauma they experienced during critical incidents. It is helpful for staff to know that there is a person who has the same experiences every day and understands what they are going through. At times this includes supporting staff even outside of work or making referrals for various services. The group is always looking for opportunities to expand the program and boost staff morale at ICIW.
- Workforce Development Specialist Jennifer Seil discussed the various apprenticeship programs ICIW offers, including food service, patient care assistant, receptionist, environmental care specialist, and even coding classes. Various programs were discussed, with some having been put on hold due to COVID. ICIW is the third facility nationwide, and the first correctional facility in Iowa, to offer a CNA program. Completion requirements of this program including the application and appeal process were discussed. Various long-term care facilities have expressed interest in this program, which would help prepare the IIs for the workforce upon release. This includes assisting the IIs with having an interview or job arranged before releasing from prison.
- Kathy Culbertson spoke about the Prison Research and Innovation Initiative or Prison Research and Innovation Network (PRIN) grant. This focuses on reducing mass incarceration. It focuses on improving prison culture and operations to make prison more humane, safe and rehabilitative. There are several players involved including Arnold Ventures, Urban Institute, CJJP. Four other states are participating in this grant including Colorado, Missouri, Vermont, Delaware. Iowa is the only state focusing on a women's prison. Other stakeholders include legislators, community representatives and former clients. There are surveys in development for staff and offenders.
- Mr. Kudej commended the CNA program. He works with seniors and care facilities. He asked if this would be available at all facilities. ICIW has partnered with DMACC, therefore DMACC would need to be the provider if this program is offered at other facilities.

Director's Update - Dr. Beth Skinner, Director

- Thank you to the ICIW staff who spoke to the group today. Thank you to everyone who was involved in the recent incident. Also, ICIW has been open to many initiatives that are paving the way for other facilities across the country through their apprenticeship programs and creating opportunities for success upon release.
- The DOC was 22% over capacity March 2019 going into COVID and is now 8.8% over capacity. Since March 1, 2019, there have been 2365 paroles, 814 work releases and the prison count has declined by 949. During this time, the Board of Parole has conducted 11,741 reviews with about 41% approval decisions. Intakes, court activity and pending admissions are regularly monitored. It is anticipated that the prison population will continue to slowly increase over time.
- There has been some stabilization of COVID during the most recent months. There are currently 185 positive IIs, with the majority due to a recent outbreak at NCF. There have been monochromal antibody treatments provided to COVID patients at NCF, which have resulted in better outcomes for those who are more vulnerable.
- There are currently 3 staff positive cases. There are no hospitalizations at this time.
- The DOC will continue to monitor closely and test for COVID.
- Director Skinner presented to the Justice Appropriation Subcommittee on February 24th. There were good follow-up questions and the presentation ran smoothly.
- Mr. Kudej asked about the plan for vaccinations of staff and incarcerated individuals. The State is preparing to move into Tier 2 of the statewide vaccination plan. The DOC is in Tier 5. The second level is a large amount of the Iowa population.

- Mr. Kudej asked if we are still using the term Incarcerated Individual, as the term client had also been used this morning. Director Skinner clarified that the DOC is using the term incarcerated individual to move away from stereotypes and stigmas associated with other terms to remove a barrier to successfully reentering society. Cord Overton added that the term used may also vary depending on the context or type of staff contact.
- Mr. Keller asked if vaccines will be mandatory once they become available for staff and IIs. This is not mandatory. The DOC medical team is educating people to ensure there is enough information to ensure they are able to make an informed decision. There are discussions underway about practices based on whether or not vaccines are received.

Administrative Rules Change - Michael Savala, General Counsel / Inspector General (Action Item)

- This administrative rule change is a technical cleanup of administrative rules. Last year the legislature passed a bill requiring all agencies to strike the word variance when it's used in their administrative rules with the word waiver. This change complies with legislative intent. There was no request for a public hearing and no public comments were received in relation to this change.
- The legislation also requires the Legislative Services Agency create a standardized internet portal for waiver submissions to create more transparency and create a centralized location for filing.
- No concerns were received.
- A motion to approve the Administrative Rules Change was made by Larry Kudej, which was seconded by Rebecca Williams. The Administrative Rules Change was **approved** with unanimous approval.

Documents from this presentation can be found on the DOC website, attached to the March 5, 2021 DOC Board Meeting Handouts.

Legislative Session Updates – Cord Overton, Legislative Liaison

- Director Skinner provided a very good look at the current status of the Department of Corrections as well as the future going forward during the recent presentation to the Justice Appropriation Subcommittee. She was able to respond to the questions received. This presentation was available to the public through the legislature website.
- The DOC bill regarding access to court records has passed and been signed by the Governor. We are appreciative of those who recognize the value and importance of this access. Thank you to the Board of Corrections and their support of this bill.
- The remainder of the session will involve monitoring legislation that impacts the DOC in both the prisons and community. Staff are working with LSA and CJJP to provide unbiased data on the impact of bills as needed. Some have significant impact and others have minor impact.
- The March Revenue Estimating Conference numbers will soon be available and inform the legislature regarding funding available for legislative action.
- The first funnel has completed.
- The Justice System budget bill has been filed. We will continue to work with legislators as they make decisions.
- Mr. Kudej asked if the Corrections Clips will resume again soon, and they will.

Public Comments - Public

- No comments were made.

Open Discussion - Board Members

- Mr. Kudej appreciated the staff discussions from ICIW today. He asked that the names of involved staff be acknowledged in the minutes of this meeting.
- Next month will be Chair LaMere's last meeting as a Board member. He will have additional comments at this meeting. The Board members have not been able to make visits to the prisons to see what is going on. It is important to see the nuts and bolts of the operations. It is hard to get sent to prison by a Court. As we deal with issues in our safe and sterile environment, the correctional officers are in a dangerous situation and we sometimes lose track of how dangerous

it is to deal with the prisoners. He would like to see future meetings talking about what is happening in the prisons. Previous meetings included a demonstration of the various types of shanks the prisons have created at the facilities. While we need to feel good about the things that we are doing, we need to keep in mind that this is a dangerous situation. Hats off to everyone that there has not been a serious staff assault since the medical staff at IMCC. Every month that we have a meeting and no one that we oversee has been injured is a plus. There will be more discussion next month about Chair LaMere's observations from his term on the Board. Director Skinner thanked Chair LaMere for his perspective, thoughts and reviews, as well as his service and leadership on the Board.

Adjournment - Board Members

- A motion to adjourn the meeting was made by Larry Kudej, which was seconded by Webster Kranto. The meeting was unanimously concluded.

Respectfully Submitted,

Johana Herdrich, Executive Assistant

<p align="center">STATE OF IOWA DEPARTMENT OF CORRECTIONS</p> <p align="center">POLICY AND PROCEDURES</p>		Policy Number OP-MTV-01	Applicability <input checked="" type="checkbox"/> DOC <input type="checkbox"/> CBC
		Policy Code Public Access	Iowa Code Reference N/A
Chapter 5 OFFENDER PROGRAMS	Sub Chapter MAIL, TELEPHONE, AND VISITING	Related DOC Policies N/A	Administrative Code Reference 201-20.4, 201-20.5
Subject INCARCERATED INDIVIDUAL CORRESPONDENCE		ACA Standards 5-ACI-4A-20, 5-ACI-3D-07, 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	Responsibility William Sperfslage
		Effective Date February <u>May</u> 2021	Authority

I. PURPOSE

To describe opportunities Iowa Department of Corrections (IDOC) incarcerated individuals have for maintaining written correspondence with non-incarcerated individual members of the community.

II. POLICY

It is the policy of the IDOC to encourage constructive correspondence between incarcerated individuals and their family and friends that supports law-abiding behavior. Correctional administrators shall structure policies to ensure incarcerated individual responsibility for accuracy and honesty in official and personal correspondence. Institutions are responsible for a safe, secure, and orderly procedure for incarcerated individual use of the mail. **(5-ACI-7D-01)**

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- A. General Provisions
- B. Correspondence Guidelines
- C. Confidential
- D. Non-Confidential Incoming Mail
- E. Non-Confidential Outgoing Mail
- F. O-Mail
- G. Internal Revenue Service – “Blue Bag Program”
- H. Disposition of Contraband

III. DEFINITIONS

- A. Immediate Family – An incarcerated individual’s spouse, mother, father, sister, brother, child, grandparent, established legal guardian, or other who acted in place of parents and step or half-relation if the step or half-relation and the incarcerated individual were raised as cohabitating siblings.
- B. Justifiable Cause – (includes but not limited to) The correspondence presents a threat to the order and security of the correctional institution or any complaint or request from a recipient of incarcerated individual correspondence suggesting the correspondence violates correctional principles or is inappropriate or inaccurate.
- C. O-Mail – This system is similar to email but is not connected to the internet. Electronic mail that can be sent to and from incarcerated individuals and public. The guidelines outlined in this policy apply to electronic mail (O-Mail).

D. See IDOC Policy **AD-GA-16** for additional Definitions.

IV. PROCEDURES

A. General Provisions

1. Non-Confidential mail may be read. This may be on a random, selected or blanket basis.
2. Non-confidential mail may be read when there is suspected abuse of correspondence or potential threat to the order and security of the institution. Each facility shall develop specific procedures for authorization of regular monitoring of mail to and from designated individuals.
3. If there is a determination made by the warden of a facility that exigent safety/security circumstances exist, non-confidential mail may be photocopied and the photocopies provided to incarcerated individuals in lieu of the original copies of mail. When this process is utilized, the incarcerated individual shall have the opportunity to mail out the original at his/her own expense, or the incarcerated individual may choose to have the original destroyed. Mail held as evidence for hearing or prosecution will be the only exception to this disposition process.
- 2.4. Correctional staff shall inspect all non-confidential correspondence and packages, both incoming and outgoing. Each institution shall have guidelines for the amount and type allowed consistent with the security and life safety requirements of the institution. **(5-ACI-7D-07)**
- 3.5. Except as authorized by this policy, no mail lists will be maintained restricting persons from writing to incarcerated individuals or incarcerated individuals writing to persons in the public.
- 4.6. Mail to a particular individual may be restricted upon written request or by phone of that individual. The incarcerated individual shall be informed of the request and ordered to cease all correspondence to that individual.
- 5.7. All letters mailed by incarcerated individuals shall be left unsealed for inspection of the contents only.

- ~~6-8.~~ Envelopes shall contain letters to the addressee only. The Warden or designee may make exceptions for immediate family members residing at the same address.
- ~~7-9.~~ With the exception of weekends and holidays, incoming and outgoing letters are held for no more than 24 hours and packages are held for no more than 48 hours prior to distribution. Correspondence requiring further security review or translation per the provisions of this policy may be held for up to five days prior to a decision regarding distribution. Additional time for review may be approved by the Warden. In such cases, the incarcerated individual shall be notified in writing.
- ~~8-10.~~ Circumstances such as disturbance, natural disaster or similar constraints, may result in a longer time period prior to distribution. **(5-ACI-7D-05, 5-ACI-7D-09)**
- ~~9-11.~~ Incarcerated individuals may correspond in a foreign language. Such correspondence may be inspected and translated.
- ~~10-12.~~ Stamped, return-addressed envelopes for all outgoing letters are available for purchase by the incarcerated individual through IPI canteen services.
- ~~11-13.~~ The sender's full name shall be signed in full and printed at the end of the letter. The sender's printed name and address shall appear in the upper left-hand corner of the envelope. The incarcerated individual's name, number, address, city, state, and zip code shall also appear on the envelope. All incarcerated individuals identified as transgender, shall receive incoming mail in their legal name (applies to all external correspondence).
- ~~12-14.~~ No limit shall be placed on the number of letters mailed. Incarcerated individuals in an indigent status shall be given assistance, which may be recoverable. Assistance limitations shall be set by the institution but shall not be less than two envelopes per week if requested and used by the incarcerated individual. **(5-ACI-7D-02, 5-ACI-7D-03)**
- ~~13-15.~~ Incarcerated individuals are prohibited mailing the "Bill Me Later" subscription cards available in magazines, as this is seen as entering into a contract.

~~14.16.~~ Incarcerated individuals are prohibited from correspondence that includes confidential information such as social security numbers, bank account numbers, etc. of a third person.

B. Correspondence Guidelines

1. Generally, mail privileges should be no more restrictive than visiting privileges.
2. Current IDOC employees and contract staff who are members of the incarcerated individual's immediate family may be approved mail privileges with approval by the Warden or designee.
3. Current volunteers, generally, shall not be allowed normal personal mail/O-mail with any incarcerated individual. Where a familial relationship exists, and only in consultation with the Deputy Director of Institution Operations/Designees, the Warden may authorize normal personal mail/O-mail privileges concurrently with the provision of volunteer services.
4. Current volunteers, generally, shall not be allowed normal personal mail/o-mail or telephone privileges with any incarcerated individual. Where a familial relationship exists, and only in consultation with the Deputy Director of Institution Operations/Designee, the Warden may authorize normal personal mail/O-mail privileges concurrently with the provision of volunteer services.
5. Former IDOC employees, and contract staff who left employment in good standing, who are not immediate family may be allowed mail/O-mail/telephone privileges six months after they have left employment with approval by the Warden or designee.
6. Former volunteers, who left volunteer status in good standing may, upon approval of the Warden, be allowed mail/O-mail privileges with incarcerated individuals six months following termination of volunteer status.
7. Former volunteers who were removed from volunteer status as a result of misconduct shall not be allowed mail/O-mail privileges unless a familial relationship exists with the incarcerated individual. Where a familial relationship exists, the Warden may consider authorization of mail/O-mail privileges. The nature of the misconduct shall be a significant factor in the approval decision.

8. Persons under correctional supervision or detention in the community shall not be allowed to correspond with incarcerated individuals; exceptions may be made for immediate family. Institutional procedures shall identify the designated approval authority for these exceptions and shall, at minimum, include provisions for incarcerated individual notification, documentation in generic notes, and notification of mailroom personnel. Communication between spouses should be authorized unless there is a valid, documented security concern. Codefendant status alone is not justification to deny communication between spouses.
9. Correspondence between incarcerated individuals and former incarcerated individuals shall not be permitted for a minimum of six months following discharge from supervision. Exceptions for members of the immediate family may be made. After six months, correspondence between incarcerated individuals and former incarcerated individuals may be authorized by the Warden when such correspondence is determined to be in the best interests of the incarcerated individual and poses no threat to security. All exceptions shall be determined through procedures established at each facility.
10. Mail/O-mail privileges may be restricted or suspended between an incarcerated individual and a person who evidence suggests pose a potential risk to the security of the institution. This applies but is not limited to, individuals whose correspondence contains references to Security Threat Group affiliation or activity or correspondence written in code. Where such correspondence is discovered it may be rejected, with written notice of rejection provided to both. Where such correspondence continues after several rejections and notice provided to both that continued correspondence of that nature might result in suspension of the correspondence privileges. The Warden may suspend correspondence privileges for a period of up to one year. The decision of the Warden may be appealed by letter to Assistant Deputy Director of Institution Operations.
11. Incarcerated individuals may not have any contact, including by mail or through third parties, with victims or the victim's household of their commitment offense or previous offenses. All exception requests shall be considered during classification meetings in accordance with the recommendations of the Office of Victims and Restorative Justice.
12. Sex offenders with minor victims are prohibited from correspondence and photographs with minors. Sex offenders with minor victims shall

normally be allowed correspondence privileges with minors in their immediate family unless a victim of the current or previous offense is a member of the immediate family. All exception requests shall be considered during classification meetings in accordance with the recommendations of the Office of Victims and Restorative Justice.

13. Incarcerated individuals are prohibited from mail and o-mail contact with a person who is the protected party of an active no-contact order. Incarcerated individuals with a modified order that may allow mail or o-mail contact remain subject to applicable prohibitions of this policy.
14. Persons under the age of 18, who are not immediate family, must provide the institution notarized written permission of the parent or legal guardian before corresponding with an incarcerated individual.
15. Misuse of mail shall result in institution discipline and/or be reported to the United States Postal Inspector or other state or federal agencies for action.
16. Additional security procedures may apply to incarcerated individuals who are placed in any type of segregation status. **(5-ACI-4A-20)**
17. Wardens/Designees may make individual exceptions. In cases involving victims, their immediate family, or minor victims of sexual abuse, consultation with the Office of Victims and Restorative Justice is required.
18. It is permissible for incarcerated individual to mail manuscripts to another party, so as long as the incarcerated individual does not violate departmental rules related to entering into a business contract.

C. Confidential

1. Incarcerated individuals may write confidential letters to:
 - a. Officers of federal, state or municipal courts (judges, judge's law clerks, prosecuting attorneys, military personnel records, court administrators).
 - b. Federal agencies' chief administrative officer, elected, appointed officials, and including Consulate or Diplomatic

Representative of incarcerated individual's country of citizenship. **(5-ACI-3D-07)**

- c. State agencies' chief administrative officer, elected or appointed officials.
 - d. Clerk of Court
 - e. The sentencing State Department of Corrections chief executive officer and deputy directors
 - f. Sentencing State Board of Parole
 - g. Attorney
 - h. The Citizens Aide Office/Ombudsman's Office
 - i. Any additional exception by law or policy
 - j. Civil Rights Commission
2. Envelopes containing confidential correspondence should be marked as "confidential" by the sender.
 3. Mail to or from the Office of Citizens' Aide/Ombudsman shall not be opened for inspection by staff. Incarcerated individuals are not required to open the mail at the direction of staff that is to/from the Ombudsman office. Mail from the Office of Citizens' Aide/Ombudsman to incarcerated individuals will be sent via the state contracted courier service.
 4. Mail from the confidential listing may be opened only in the presence of the incarcerated individual for contraband inspection or to be assured the contents are from the addressee. Mail to/from the Office of Citizens' Aide/Ombudsman does not get opened by staff.
 5. Confidential mail may not be read without order of the court. Staff may search incoming/outgoing confidential mail for contraband in the presence of the incarcerated individual and request the incarcerated individual to seal the envelope in their presence after the search. **(5-ACI-7D-06)**
 6. Attorneys may not send in flash drives/thumb drives to incarcerated individuals.

D. Non-Confidential Incoming Mail

1. All incoming mail must be sent directly from the individual who wrote the correspondence.

2. Only correspondence sent on 8 ½ x 11 white paper will be allowed. Card stock, greeting cards, glitter, artwork or other adornments are not allowed. Items that have perfume or other scents are not allowed. Correspondence must be clear of visible stains.

2.3. Correctional staff shall inspect all non-confidential correspondence and packages. To facilitate institutional inspection of first-class mail, enclosures other than the written correspondence shall be limited to the following:

a. Photographs including snapshots or digital photos are acceptable. Female breasts, as well as genitalia and buttocks of both males and females, must be substantially obscured, or substantially covered by clothing (including swimwear or undergarments) or any other object, which is not considered pornographic or obscene. Lewd display of genitalia by males or females, clothed or unclothed, is not allowed. Single sheets of multiple photographs, thumbnail or other sizes, must adhere to these standards. Additional restrictions may apply for treatment purposes.

b. Clippings from authorized published material.

c. Copies of Internet material, unless deemed a security risk/threat. Each institution shall have guidelines for the amount and type allowed consistent with the security and life safety requirements of institution.

d. Attachments/enclosures sent in with mail may be limited to ten pages or pictures.

(5-ACI-7D-04)

3.4. Reasonable size restrictions and attachments to envelopes may be imposed by each institution.

4.5. Each institution shall have written procedures for the forwarding of first-class letters and packages after an incarcerated individual's transfer or release. **(5-ACI-7D-10)**

E. Non-Confidential Outgoing Mail

1. All outgoing mail must be sent directly to the individual that the correspondence is written to using the individual's full name.
2. All items using parcel post outgoing mail shall be packed and sealed by staff.
3. All outgoing mail shall only contain a return address, which includes the incarcerated individual's printed full name and number as well as the institution address. All incarcerated individuals identified as transgender may send out mail in their preferred name.
4. At the directive of staff, incarcerated individuals shall discontinue correspondence with individuals who have expressed in writing or by phone the desire not to receive additional correspondence from a particular incarcerated individual.
5. Incarcerated individuals shall be denied mail privileges with persons that might present a risk to the order and security of the institution.

F. O-Mail

1. O-mail for incarcerated individuals shall be governed by institutional procedures. By its very nature, O-Mail is not confidential. All incoming and outgoing O-mail may be inspected and read.
2. Incarcerated individual family and friends shall be responsible for signing up on the corrlinks internet site to enroll in the O-mail system: <http://www.corrlinks.com>.
3. O-mail is limited to 14000 characters, approximately two pages and no attachments per message.
4. There is a cost for sending O-mail, which shall be the responsibility of the sender.
5. The guidelines outlined in this policy apply to electronic mail.

G. Internal Revenue Service – “Blue Bag Program”

1. Institutions will secure any mail designated specifically for the IRS in the “blue bag”. A “blue bag” will be set up for each facility.
2. The bag is mailed directly to the IRS office where it will be reviewed and processed. The institution will incur postage. If fraud or illegal activity is discovered, the postage cost will be reimbursed by the incarcerated individual through the institutional discipline process. The blue bag will be returned to the sending institution by the IRS.

H. Disposition of Contraband

1. Each institution shall develop procedures regarding the process whereby incarcerated individuals resolve correspondence issues. The institution may develop an internal appeal process or use the statewide grievance process.
2. Each institution shall have written procedures for disposition of contraband. **(5-ACI-7D-08)**
3. When mail is rejected, the mail shall be returned to the sender with postage costs assessed to the incarcerated individual. When mail includes items of contraband which are not illegal to possess under the law, the correspondence (if otherwise in accordance with this policy) may be forwarded to the incarcerated individual. Such contraband items may, at the direction of the incarcerated individual, be returned to the sender with postage costs assessed to the incarcerated individual, destroyed, or donated (as appropriate) to a charitable organization designated by the Warden or designee.

Replaces IN-V-64

Originated: Oct. 2006. Revised: Dec. 2006, March 2008, Nov. 2008, Feb. 2009, April 2009, May 2009, Aug. 2009, April 2010, Jan. 2011, April 2012, Sept. 2013, Nov. 2013, Oct. 2014, Dec. 2014, April 2016, May 2017, Dec. 2017, Nov. 2018, Jan. 2020, March 2020, Feb. 2021, May 2021.

Policy Update OP-MTV-01 Incarcerated Individual Correspondence **(Action Item)**

William Sperfslage, Deputy Director Prison Operations

