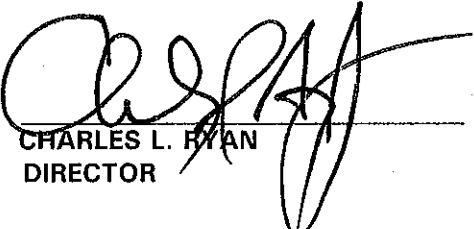
	ARIZONA DEPARTMENT OF CORRECTIONS INMATE NOTIFICATION	Notification Number: 15 - 11
		Issue Date: March 28, 2011

POSTING NOTIFICATION

This information is to be posted for a **minimum of 30** days in areas accessible to inmates and shall be made available to inmates who do not have access to posted copies. This notification contains changes that are related to inmate issues/concerns only. Attached with this Inmate Notification is a copy of the revised Department Order for review purposes only.

TO ALL INMATES

Department Order 914, Inmate Mail has been revised and will be effective 30 days from the issue date of this Inmate Notification. The significant revisions include removing the requirement for all outgoing mail to be stamped on the front of the envelope with a commercial stamp reading "Inmate Mail Arizona Department of Corrections".



CHARLES L. RYAN
DIRECTOR



ARIZONA
DEPARTMENT
OF
CORRECTIONS

DEPARTMENT ORDER MANUAL

CHAPTER: 900
INMATE PROGRAMS
AND SERVICES

OPR:
OPS

DEPARTMENT ORDER: 914
INMATE MAIL

SUPERSEDES:
DO 914 (5/1/08)

EFFECTIVE DATE:
FEBRUARY 26, 2010

REPLACEMENT PAGE
REVISION DATE:
APRIL 28, 2011

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ATTACHMENT

914.05 OUTGOING MAIL

- 1.1 All outgoing inmate mail shall include on the envelope the inmate's complete first and last name (the name under which he is incarcerated), ADC inmate number, and full return address, including the name of the complex, unit and bed location.
 - 1.1.1 Institution mailroom staff shall return mail lacking this information to the sending inmate, if known, for a correction.
 - 1.1.2 If the inmate sender is not known, the correspondence shall be opened to make a reasonable attempt to determine the identity of the inmate sender. If the identity cannot be determined, the mail shall be held in a "Dead Letter" repository for 90 days, pending claim. If no claim is made, the mail shall be processed as unclaimed property.
 - 1.1.3 Inmates shall seal outgoing mail and place it in locked mailboxes located throughout the institution or in other areas designated by the Warden or Deputy Warden. Mail shall be collected at approximately the same time each workday, except on weekends and holidays, and shall be delivered to the mail room for processing.
 - 1.1.3.1 Outgoing mail being sent to any elected government official shall be brought to the mailroom unsealed. Staff shall review the envelope for content, but shall not read the contents of the letter.
 - 1.1.4 **SECTION DELETED**
 - 1.1.5 Inmates shall not use the complex or unit address to fraudulently identify themselves as employees, agents, or representatives of the Department, complex, unit, or Contract Bed facility.
- 1.2 Staff who processes outgoing inmate mail may inspect it for contraband, but shall not read or censor mail being sent to:
 - 1.2.1 The inmate's attorney, a judge, or court.
 - 1.2.2 Publisher or editor of a newspaper, news magazine or periodical of general distribution, national or international news service or to the station manager of any radio or television stations.
 - 1.2.3 The Director, Deputy Director or Division Directors of the Department.
 - 1.2.4 Elected or appointed public officials.
- 1.3 Staff shall read up to 10% of outgoing mail. Mail may be returned to the inmate, retained by the institution, or removed from the mailing (the balance of which shall be mailed) when the contents or communications:
 - 1.3.1 Pose a direct and immediate threat to the security, safety or order of the institution.
 - 1.3.2 May substantially hinder efforts to treat or rehabilitate the inmate.
- 1.4 Staff shall not stamp or mark the contents of outgoing read mail, rather, the envelope or box shall be stamped or marked as having been inspected and resealed prior to mailing.