



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**  
FACILITY/SPANISH MANUALS

REVISION DATE  
12/5/24

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 450.120**

**POLICY**

TITLE  
**PACKAGES FOR INDIVIDUALS IN PRISON**

**REVIEW/REVISION HISTORY:**

- Effective: 1/22/07
- Revised: 9/11/07 AB 07-026
- Revised: 4/17/08
- Revised: 3/1/09
- Revised: 11/9/09
- Revised: 9/1/10
- Revised: 6/13/11
- Revised: 12/5/24

**SUMMARY OF REVISION/REVIEW:**


Major changes to include updated terminology and procedures throughout. Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

11/7/24  
\_\_\_\_\_  
Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [WAC 137-25-030](#); [WAC 137-36-040](#); [WAC 137-48](#); DOC 320.255 Restrictive Housing; DOC 320.260 Secured Housing Units; DOC 420.375 Contraband and Evidence Handling (RESTRICTED); DOC 440.000 Personal Property in Prisons; DOC 450.100 Mail for Individuals in Prison; DOC 540.105 Recreation Services in Prisons

**POLICY:**

- I. The Department has established procedures governing incoming and outgoing packages for incarcerated individuals per WAC 137-48.

**DIRECTIVE:**

- I. General Requirements
  - A. Packages must comply with DOC 450.100 Mail for Individuals in Prison and contents and DOC 440.000 Personal Property in Prisons.
  - B. Individuals assigned to a Reception Diagnostic Center may only order and receive authorized earbuds for their media player.
  - C. Incoming packages must have a complete return address that includes the full name of the sender.
  - D. Items available through Department-approved vendors will be reviewed and approved by the Property Committee.
- II. Property, Prepaid Vendor, and Correctional Industries (CI) Food/Hygiene Packages
  - A. Except for CI food/hygiene packages, an individual may receive no more than 2 packages per month, with a combined total of up to 12 property or prepaid vendor packages per year.
    1. Packages will not exceed 25 pounds in weight and may only be ordered through a Department-approved vendor.
    2. Family and/or friends must have prior approval to place orders for delivery to more than one individual.
    3. Prepaid vendor packages will include merchandise ordered by the individual, prepaid from the individual's facility trust account, and approved by the Superintendent/designee.

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- a. Individuals may use DOC 21-626 Generic Order when ordering merchandise.
4. Individuals in restrictive housing will only receive monthly packages per DOC 320.255 Restrictive Housing and DOC 320.260 Secured Housing Units.
5. In addition to the prepaid vendor and property packages, an individual may also receive CI food/hygiene packages, as determined by CI, that will not count toward the individual's monthly/yearly limit.
6. Individuals may only purchase hobby craft materials and supplies through Department-approved vendors per DOC 540.105 Recreation Services in Prisons.
  - a. If an item is available through CI, a similar item may not be purchased through other vendors.


- B. A replacement package may be sent during the same month for a damaged package returned to the sender by the individual and will not count towards monthly/yearly limits.
- C. If a package contains dangerous/illegal contraband, the entire package will be secured as evidence and turned over to the Intelligence and Investigations Unit as soon as possible for submission to the appropriate law enforcement agency.
- D. Packages containing all other contraband (e.g., nuisance contraband) will have the contraband removed and rejected. The remainder of the package will be delivered to the individual.

1. Items purchased by another individual or another individual's family/friend will be rejected as contraband.
2. Contraband items will be disposed of per DOC 420.375 Contraband and Evidence Handling (RESTRICTED).

### III. Outgoing Packages

- A. Individuals may mail packages out at their own expense that contain materials sent to them or gifts consisting of their own hobby craft/curio work.
- B. Disposition of hobby craft materials and completed projects will be conducted per DOC 440.000 Personal Property in Prisons.

### IV. Forwarding Packages

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- A. CI will forward packages through their processes for packages purchased through them. Packages will be:
  - 1. Rerouted if an individual has transferred to another eligible facility.
  - 2. Returned to the Package Program production facility and a refund requested if the individual has been released or transferred to ineligible housing.
- B. Packages delivered via the United States Postal Service (USPS) for individuals who have been transferred or released will be forwarded for a period of 30 days, via USPS, if the facility has a forwarding address.
- C. Packages delivered via United Parcel Service (UPS), or Federal Express (FedEx) will not be forwarded to individuals who have been transferred or released and will be returned to sender via UPS/FedEx.
  - 1. Individuals may notify property and/or the mailroom to make financial arrangements for forwarding a package if they are aware of a pending UPS or FedEx package delivery at the time of their transfer to another facility or release to the community.
- D. If a package has been opened, it will be forwarded at facility expense.
- E. If the facility does not have a forwarding address or the 30 day period has expired, the package will be returned to the sender.

**DEFINITIONS:**

The following words/terms are important to this policy and defined in the glossary section of the Policy Manual: Dangerous Contraband, Nuisance Contraband. Other words/terms appearing in this policy may also be defined in the glossary.

**ATTACHMENTS:**

None

**DOC FORMS:**

DOC 21-626 Generic Order