

# PUBLICATION GUIDELINES

## Requirements for Publications

1. Books, magazines, newspapers, calendars, and newsletters will only be treated as publications if they contain a publishing company/author, publication date, volume/issue number or other identifier, copyright notice/date, and publisher's address
  - a) Items that do not meet publication requirements will be processed as general incoming mail
  - b) Individuals housed in Reception Diagnostic Centers will only be allowed newspapers
2. Individuals may receive new books, magazines, newspapers, calendars, and newsletters in any language sent directly from the publisher(s) and/or verifiable business(es)
  - a) Stands received with calendars are not authorized
3. Individuals may receive used books in any language from non-profit organizations approved by the Director for Correctional Services
  - a) A list of approved non-profit organizations will be available on the Department's website
    - 1) Used publications from any other source are not authorized, with the following exceptions:
      - (a) When accepted by the Washington State Library (WSL)
      - (b) Books from the Monroe City Library for use in the Special Offender Unit/Intensive Management Unit at the Monroe Correctional Complex
      - (c) Publications approved per DOC 500.100 Correspondence Education in Prisons
4. Publications will only be accepted when delivered to the facility by the United States Postal Service (USPS), United Parcel Service (UPS), or Federal Express (FedEx) and are not considered first class mail per USPS Domestic Mail Manual
  - a) Front door courier delivery (e.g., newspapers) is not allowed
5. Publications in languages other than English must be reviewed by the Headquarters Correctional Manager
  - a) Publications written in Braille, except those received by facility libraries, will be limited to individuals with a documented vision disability
6. Books will be marked by the individual upon receipt with the individual's DOC number in the center of the inside front cover

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7. Unauthorized items of value (e.g., CDs, DVDs) will be removed if doing so will not alter/damage the publication
  - a) If the item cannot be removed without altering/damaging the publication (e.g., tearing a page from the publication), the entire publication will be rejected
    - 1) Mailroom employees will complete DOC 05-525 Rejection Notice to notify individuals when an item of value is removed
  - b) Loose advertisement cards and product samples attached to a perforated page may be removed and do not require a rejection notice
8. No publications will be withheld solely on the basis of their appeal to a particular ethnic, racial, religious, political group, or sexual orientation
9. Individuals may not receive subscriptions and/or publications from another individual or the friends or family of another unrelated individual
  - a) Publications authored by a currently incarcerated individual are allowed if they have been published, unless the contents are a violation of this policy
10. Publications with unauthorized content will be referred to the Publication Review Committee for review
  - a) Mailroom employees will complete DOC 05-525 Rejection Notice to notify individuals when a publication is referred to the committee and a copy will be sent to the sender

### **Publication Review Committee**

1. The Publication Review Committee will meet at least monthly to review submitted material and:
  - a) Document their decision to uphold or overturn the rejection on the DOC 05-525 Rejection Notice and return the completed form to the facility
  - b) May approve publications for patently medical, artistic, anthropological, or educational purposes if initially rejected as sexually explicit material
  - c) May take up to an additional 2 weeks to complete the review if more information is needed
2. The facility will notify the individual and vendor/publisher of the committee's decision within 5 business days
3. The committee's decision will apply to subsequent publications that were held by any facility
  - a) Subsequent notices will not contain a signature from the chair of the committee

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4. If the rejection is overturned, the publication will be held in the Mailroom for a maximum of 10 days to allow the Mailroom Sergeant to appeal to the Headquarters Correctional Manager before the publication is delivered to the individual
  - a) The Headquarters Correctional Manager will inform all facilities of the final decision

### **Appeals**

1. Publication Review Committee decisions may be appealed within 10 business days:
  - a) To the mailroom by the incarcerated individual on DOC 21-757 Publication Rejection Appeal
  - b) Via email or the USPS by the vendor/publisher
  - c) By the Mailroom Sergeant on DOC 21-757 Publication Rejection Appeal to the Headquarters Correctional Manager
2. A mailroom employee will forward the appeal request to the Headquarters Correctional Manager, who will provide a final decision to the requester within 20 business days
  - a) If upheld, the individual will be responsible for arranging disposal of unauthorized publications within 30 days of the final decision
    - 1) The rejected material will be disposed of if arrangements are not made by the individual
  - b) If the rejection is overturned, mailroom employees will forward the rejected material to the individual within 5 business days
3. The final decision will be binding for at least 3 years and will be documented in a database maintained by the Headquarters Correctional Manager