

UNAUTHORIZED MAIL

Mail to or from incarcerated individuals, including publications and electronic messages/attachments may be rejected for any of the following reasons:

1. Establishes or attempts to establish prohibited contact per DOC 450.050 Prohibited Contact or victim/witness information
2. Violates or plans to violate:
 - a) Sentencing conditions
 - b) Court order
 - c) Disciplinary sanction
 - d) State/federal law
 - e) Washington Administrative Code (WAC)
 - f) Department policy
 - g) Facility procedures
3. Depicts, displays, or describes:
 - a) Procedures for constructing or using weapons, ammunition, bombs, and/or other destructive devices or includes life-sized photograph(s)/graphic illustrations of these items
 - b) Instructions on martial arts, fighting/self-defense techniques, and/or how to disable/disarm others
 - c) Technical/detailed information on security systems, equipment, and practices and operations used in the correctional field
4. Mail that contains/appears to contain:
 - a) Written or typed material not specifically relevant to an incarcerated individual (e.g., internet printouts, photocopies, song lyrics) currently assigned to a Reception Diagnostic Center
 - b) Stickers/labels or a blank greeting card/postcard
 - c) Any item that is padded, laminated/layered, musical, and/or exceeds 12" x 18" storage dimensions without the item being folded
 - d) Pre-franked envelopes and/or non-cancelled postage stamps without prior approval from the Superintendent/designee
 - e) Cash or personal check(s)
 - f) Items that could be easily misidentified (e.g., written or drawn in crayon or gel pen, excessive ink)
 - g) Sending contraband in/out of the facility
 - h) Escape plans and/or other information related to escape
 - i) Detailed maps/charts within 50 miles of a Washington State Department of Corrections facility except those received by facility libraries

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- j) Sexually explicit materials which are defined as:
 - 1) Any image intended for sexual gratification and which depicts:
 - (a) Visible female areola and/or female breast nipple(s) or visible genitals/anus (e.g., under or through translucent/thin materials providing physical detail)
 - (b) A sex act involving contact/penetration of sexual organs, anus, or mouth by the body part of another or an inanimate object, masturbation, or portrayal of actual or simulated human excretory functions including urination, defecation, or ejaculation
 - 2) Any image or written material intended for sexual gratification and which depicts or describes:
 - (a) Sadistic/masochistic abuse, bondage, bestiality, incest, and/or participant who appears to be nonconsenting, dominated, degraded, humiliated, or in a submissive role, and/or a participant who appears to be acting in a forceful, threatening, dominating or violent manner, or
 - (b) A minor, or model or cartoon/anime depicting a minor, in a sexually suggestive setting/pose/attire
- k) Information that could create a risk of physical harm to the individual or another person if the communication were allowed
- l) Threats or advocates violence or hatred against others and/or the overthrow of authority
- m) Code or intentionally using any method in an attempt to defeat electronic messaging security features, or displaying hand signs of an unknown representation
- n) Security Threat Group/gang language, markings, symbols, and other material which threatens the safety and security of the facility, as verified through the Intelligence and Investigations Unit or designated employee(s) at Level 2 stand-alone facilities
- o) Specific identifying information (e.g., social security number, date of birth) or details of a crime relating to another individual(s) currently incarcerated in Washington State
- p) More than 25 photographs or photograph(s) does not meet size requirements
- q) Duplicate copies of the same photograph or publication/subscription
- r) Photographs of an individual currently incarcerated unless authorized through approved correspondence or is a member of the individual's immediate family
- s) Unauthorized audio/video recording, including public disclosure Compact Disks (CDs)

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- t) Clipping(s)/copies of copyrighted material, including books
 - 1) Single clippings or printouts from public domain websites are allowed
 - u) Used publications not sent from an approved nonprofit organization or publications that have been altered (e.g., pages torn/removed, additional/unnecessary markings)
 - v) A metal and/or inflexible binder
 - w) Solicitations or games of chance (e.g., sweepstakes, contests, lottery tickets)
 - 1) Publications containing a sweepstakes or contest entry will not be rejected, but individuals will not be allowed to participate/enter
 - x) Correspondence/property for or from a third party (i.e., correspondence to/from a person other than the original sender and recipient where the correspondence could be deemed to be a threat to legitimate penological objectives, or attempts to violate state/federal law, WAC, or Department policy)
 - y) Information considered to be a threat to the safety and security of the facility
5. Attempts or conveys unauthorized correspondence between incarcerated individuals
 6. Coerces or demands money or anything of value
 7. Requests/directs another person to provide money or anything of value to a third party
 8. Advocates that a class/group is inferior and makes them the object of ridicule and/or scorn
 9. A publication(s) is not in English and is under review by the Headquarters Correctional Manager to determine if it complies with Department policy and/or facility procedure
 10. Incoming mail meets the requirements for legal mail, but upon issuing to the individual is determined to be general correspondence
 11. The return address on the outer envelope has been verified to be fraudulent or the customer's name in an electronic messaging system is incomplete/inaccurate
 12. Misuses state resources by using blank forms for a purpose other than their intended use or misuse of Department-issued computers/equipment
 13. An electronic videogram does not comply with mail requirements or otherwise contains a display of nudity/partial nudity, behavior/actions that are sexual in nature, illegal drugs or related paraphernalia, weapons, graphics, or paraphernalia associated with any Security Threat Group/gang, or unlawful activity
 14. An outgoing photograph in the electronic messaging system clearly displays an employee/contract staff/volunteer or intentional inclusion of another incarcerated individual(s)