



FOREIGN LANGUAGE AND MAIL REVIEW

TO BE COMPLETED BY FACILITY MAILROOM OR INTELLIGENCE AND INVESTIGATIONS UNIT EMPLOYEES

Date: _____ Summary Review: Word for Word: File Number: _____

Incarcerated Individual Name	DOC Number	Facility	Unit
------------------------------	------------	----------	------

Foreign language translation needed: _____ # of pages _____

Electronic Message (i.e., eMessage) or Videogram Recorded Phone Message

MAIL <input type="checkbox"/> Incoming/From <input type="checkbox"/> Outgoing/To Address: _____

Name(s) of person individual is prohibited from having contact, or known gang association, if any:

_____	_____
_____	_____
_____	_____

Comments/Concerns: _____

Completed by: _____ Position/title: _____

TO BE COMPLETED BY TRANSLATION VENDOR

____ Reason for recommend rejection (Specify corresponding number form rejection list) Correspondence does not appear to contain rejection items

Brief summary of content/communication: _____

Completed by: _____ (Contracted Vendor Name) Date: _____

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.

Distribution: **ORIGINAL** - Mailroom/LEP Coordinator, when applicable **COPY** - Requesting Unit, when applicable

REJECTION REASONS

1. Not specifically authorized by Department policy or facility procedures
2. Attempts to establish contact with a person or a person's guardian who has requested not to be contacted by the individual, when the individual is aware or should be aware of the request
3. Attempts to establish prohibited contact between the sender and recipient, including attempted contact between an employee/contract staff/volunteer found to have committed staff sexual misconduct/harassment and/or any individual in violation of DOC 450.050 Prohibited Contact
4. Violates sentencing conditions and/or court order
5. Contains an unknown substance(s) or contraband, or relates to sending contraband in/out of the facility
6. Contains items written or drawn in crayon or gel pen, contains excessive ink, or contains or has been treated with perfume, glitter, and/or other items that could be easily misidentified
7. Contains escape plans and/or other information related to escape
8. Provides technical/detailed information on security systems, equipment, and practices used in the correctional field
9. Contains plans for activity that violates state/federal law, the Washington Administrative Code, Department policy, and/or facility procedures
10. Contains instructional and/or "how to" material for committing illegal activities
11. Depicts or describes the procedures for constructing or using weapons, ammunition, bombs, and/or other destructive devices, or includes life sized photograph(s)/graphic illustration(s) of these items
12. Provides instructions on martial arts, fighting/self-defense techniques, and/or how to disable/disarm others
13. Appears to be in code
14. Contains written/graphic information on security equipment/operations or facility blueprints/diagrams
15. Contains detailed maps/charts of Washington, Oregon, Idaho, and/or British Columbia, except those received by facility libraries
16. Contains information that could create a risk of physical harm to the individual or another person if the communication were allowed
17. Contains sexually explicit material per WAC 137-48-020, including altered images, strategically placed graphics/items, or airbrushing. Publications, letters, or eMessages that contain significant or repeated instances of content defined per WAC 137-48-020(13)(a)-(b) may be rejected. Publications, letters, or eMessages that contain any content defined per WAC 137-48-020(13)(c)-(d) may be rejected.
18. The publication(s) is not in English and the Headquarters Correctional Manager cannot confirm that it complies with Department policy and/or facility procedures
19. Contains publications or documents that have been altered (e.g., pages torn/removed, additional/unnecessary markings), other than legal mail sent from a legal entity/agency
20. Advocates violence against others and/or the overthrow of authority
21. Advocates that a protected class or group of individuals is inferior and/or makes such class/group the object of ridicule and/or scorn, and may reasonably be thought to precipitate a violent confrontation between the recipient and a member(s) of the targeted group
22. Designated as legal/special mail, but upon inspection is determined to be general correspondence
23. Contains cash or personal check(s)
24. Contains gang markings/symbols or may reasonably be thought to precipitate violence
25. Contains multiple or similar copies/photocopies of the same photograph, document, and/or publication/subscription, in whole or part
26. Contains pre-franked envelopes and/or non-cancelled postage stamps, except eStamps, without prior approval from the Superintendent/designee
27. Contains correspondence, information, or other items relating to another Washington State incarcerated individual(s) without prior approval from the Superintendent/designee, or attempts or conveys unauthorized correspondence between incarcerated individuals
28. Contains stickers/labels or a blank greeting card/postcard
29. Contains a photograph, card, poster, and/or calendar that is padded, laminated/ layered, musical, and/or exceeds the storage dimensions per DOC 440.000 Personal Property for Offenders
30. Contains an unauthorized audio/video recordings, including public disclosure CDs
31. Contains clipping(s)/copies of copyrighted material, including books. Single clippings or copies from public domain publications (e.g., newspapers, magazines, websites) are allowed
32. Contains/attempts to obtain an item(s) not approved and paid for in advance through facility designated channels and/or misuses state resources (e.g., kites, blank forms, use of Department issued computers/equipment)
33. Solicits and/or contains money or anything of value from anyone other than the individual's immediate family member without prior approval from the Superintendent/designee, except authorized purchases through approved vendors
34. Requests/directs another person to provide money or anything of value to a third party without prior approval from the Superintendent/designee
35. Contains printed material other than correspondence for an individual currently assigned to a Reception Diagnostic Center
36. Contains a metal and/or inflexible binder
37. The eMessage videogram (i.e., pre-recorded video attached to an eMessage) does not comply with DOC 450.100 Mail for Individuals in Prison or otherwise contains any display of nudity, behavior or actions that are sexual in nature, drugs/alcohol or related paraphernalia, weapons, graphics or paraphernalia associated with any Security Threat Group, or unlawful activity
38. Contains copies that are being sent to a Reception Diagnostic Center
39. Contains solicitations or games of chance (e.g., sweepstakes, contests, lottery tickets). Publications containing a sweepstakes or contest entry will not be rejected, but individuals will not be allowed to participate/enter
40. Contains correspondence/property for or from a third party

"Sexually explicit materials" per WAC 137-48-020(13) consists of any item reasonably deemed to be intended for sexual gratification and which displays, portrays, depicts, or describes:

- (a) *Nudity, which includes, but is not limited to, exposed/visible (in whole or part, including under or through translucent/thin materials providing intimate physical detail) genitals/genitalia, anus, buttocks, and/or female/transgender breast nipple(s);*
- (b) *A sex act which includes, but is not limited to, genital-genital, oral-genital, anal-genital, or oral-anal contact/penetration, genital or anal contact/penetration with an inanimate object, masturbation, and/or bodily excretory behavior;*
- (c) *Sadistic/masochistic abuse, bondage, bestiality, and or participant who appears to be non-consenting, 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; and/or*
- (d) *A minor or a model or cartoon depicting a minor, in a sexually suggestive setting/pose/attire.*