

"Prisoner Mail."

5. Places all mail which passes this examination into a plain envelope provided by the facility and writes the prisoner's name, number and cell designation on the front of the plain envelope.
6. Places the approved mail in the plain envelope in the appropriate mail bin for delivery.
7. Prepares CSJ-316 Notice of Package/Mail rejection for each piece of mail which is to be rejected.
8. Removes/disposes of gloves, and washes hands.
9. Refers any suspicious mail to the facility inspector or designee.

MAIL REQUIRING SPECIAL HANDLING

RUM/ ARUS/PC/
Custody Staff
Supervisor

10. Receives from the mailroom mail which requires special handling.
11. Notifies prisoner that s/he has mail requiring special handling.
12. Dons powder-free nitrile gloves.
13. In the prisoner's presence, opens the envelope and checks for money, controlled substances or other physical contraband, which includes but is not limited to metal or hard plastic binders/clips/fasteners and plastic comb binding.
14. Makes a photocopy of the envelope including the address, return address, and postmark unless already provided by the mail room. This photocopy of the envelope is to be provided to the prisoner in lieu of the original envelope.

Note: Mail requiring special handling shall not be read or skimmed.
15. Each page/picture/clipping included in the envelope shall be examined for the presence of contraband using a "Light Pad" or detection light.
16. Confiscates any physical contraband found in the mail.
17. Removes/disposes of gloves, and washes hands.
18. Refers any physical contraband to the facility inspector or designee.

APPROVED: HEW 09/28/2017