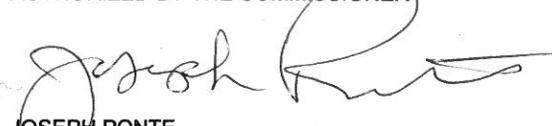




THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

[] NEW [] INTERIM [X] REVISED			SUBJECT		
EFFECTIVE DATE 4/19/16		*TERMINATION DATE / /	INMATE CORRESPONDENCE		
CLASSIFICATION # 4001R-C	SUPERSEDES 4001R-B	DATED 3/16/09	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DISTRIBUTION A	PAGE 1 OF 15 PAGES
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER			AUTHORIZED BY THE COMMISSIONER		
 MARTIN J. MURPHY, CHIEF OF DEPARTMENT SIGNATURE			 JOSEPH PONTE SIGNATURE		

I. PURPOSE

The purpose of this Directive is to outline New York City Department of Correction (Department) policy, guidelines, and procedures for the efficient handling of inmate correspondence thereby encouraging contact with family, friends and to support the privacy of such correspondence.

II. POLICY

- A. The Department shall ensure the prompt delivery of inmate mail.
- B. The Department shall seek criminal prosecution when any item found in correspondence involves a criminal offense.
- C. The United States Postal Service (USPS) operates a program whereby matter may be sent free of charge if mailed by or for the use of blind persons or others who cannot read or use conventionally printed materials due to visual impairment. This program is applicable to inmates who are blind or visually impaired in the custody of the Department. The Department will act as a conduit for the transfer of such mail from an inmate to the Postal Service.

III. DEFINITIONS

- A. **Privileged Correspondence:** any correspondence to and/or from attorneys and individuals under the direct supervision of attorneys, legal assistance agencies including individuals under the direct supervision of legal assistance agencies, and courts. Additionally, any correspondence to and/or from the State Commission of Correction (SCOC); Board of Correction (BOC); other correctional officials; local, State, and Federal law enforcement agencies; media; physicians; clinicians; and clergy.

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III. DEFINITIONS (Cont.)

- B. Non-Privileged Correspondence: all correspondence that is not Privileged Correspondence.

IV. GUIDELINES

- A. The Department shall provide notice of this policy to all inmates in the Inmate Handbook.
- B. There shall be no restriction upon incoming or outgoing inmate correspondence based upon either the amount of correspondence sent or received, or the language in which correspondence is written.
- C. Inmates may correspond with any person except when there is a reasonable belief that limitation is necessary to protect public safety or to maintain facility order and security. Correspondence that criticizes a facility, its staff, or the correctional system, or espouses unpopular ideas, including ideas that facility staff deem not conducive to rehabilitation or correctional treatment shall not be deemed a threat to safety and security of a facility.
- D. There shall be no censorship of any mail either to or from inmates, unless authorized by the Warden as noted in Sections IV.E and IV.G of this Directive or by a lawful search warrant. No records of correspondence received by any inmate shall be placed in the inmate's institutional files, except for a Warden's order to read an inmate's correspondence as authorized by this Directive.
- E. Outgoing Inmate Non-Privileged Correspondence:

Outgoing inmate non-privileged correspondence shall not be opened or read except pursuant to a lawful search warrant or the Warden's written order articulating a reasonable basis to believe that the correspondence threatens the safety or security of the facility, another person, or the public.

1. Outgoing inmate non-privileged correspondence shall not be read unless there is information from another law enforcement agency, the Commanding Officer of Correction Intelligence Bureau (CIB), or other Department senior staff officials of the rank of Warden or above that the correspondence may contain one or more of the following:
 - a. Plans for sending contraband into or out of the facility;
 - b. Plans for criminal activity within or outside of the facility; or

IV. GUIDELINES (Cont.)

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- c. Information, which if communicated, would compromise the security and good order of the facility and/or the safety of any person or persons within or outside the facility.
2. A copy of Form 4001A, "Warden's Written Order to Read Outgoing Inmate Correspondence" (Attachment D), and accompanying documentation to read outgoing correspondence must be promptly provided to the Chief of Facility Operations and placed on file in the facility's Security Office.
 3. The Warden's written order shall state the specific facts and reasons supporting the determination. The Warden shall articulate the facts and supporting reasons by completing Section 1 of Form 4001A.
 4. The affected inmate shall be given written notification of the determination and the specific facts and reasons supporting it by signing Section 2 of Form 4001A. The affected inmate shall then be issued a copy of the form. The Warden may delay notifying the inmate only for so long as such notification would endanger the safety and security of the facility after which the Warden shall immediately notify the inmate.
 5. A written record of outgoing inmate non-privileged correspondence read shall be maintained and shall include: the name of the inmate, the name of the intended recipient, the name of the reader, the date that the correspondence was read, and the date that the inmate received notification.

Note: Section 3 of Form 4001A shall be completed only after the affected inmate has received notification.
 6. Any action taken regarding outgoing inmate non-privileged correspondence shall be completed within five (5) business days of receipt of the correspondence by the Department.
- F. Outgoing inmate privileged correspondence shall not be opened or read except pursuant to a lawful search warrant.
- G. Incoming Inmate Non-Privileged Correspondence:
1. Incoming inmate non-privileged correspondence shall not be opened except in the presence of the intended inmate or pursuant to a lawful search warrant or the Warden's written order articulating a reasonable basis to believe that the correspondence threatens the safety or security of the facility, another person, or the public.

IV. GUIDELINES (Cont.)

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- a. The Warden's written order shall state the specific facts and reasons supporting the determination. The Warden shall articulate the facts and supporting reasons by completing Section 1 of Form 4001B, "Warden's Written Order to Read Incoming Inmate Correspondence" (Attachment E).
- b. The affected inmate and sender shall be given written notification of the Warden's determination and the specific facts and reasons supporting it. Facility staff shall complete Sections 2 and 3 of Form 4001B. The affected inmate shall then sign Section 2 and receive a copy of the form. If the correspondence has a return address, it shall be indicated in Section 3. The facility shall then mail the sender a copy of the form at the Department's expense. If the correspondence did not have a return address, this shall be indicated in Section 3 and the form is to remain on file at the facility. The Warden may delay notifying the inmate and the sender only for so long as such notification would endanger the safety or security of the facility, after which the Warden immediately shall notify the inmate and sender.
- c. A written record of incoming inmate non-privileged correspondence read shall be maintained and shall include: the name of the sender, the name of the intended inmate recipient, the name of the reader, the date that the correspondence was received and was read, the date that the inmate received notification, and the date notification was mailed to the sender.

Note: Section 4 of Form 4001B shall be completed only after the affected inmate received notification and notification was mailed to the sender.

- d. Any action taken regarding incoming inmate non-privileged correspondence shall be completed within five (5) business days of receipt of the correspondence by the Department.
2. Incoming inmate non-privileged correspondence shall not be read except pursuant to a lawful search warrant or the Warden's written order articulating a reasonable basis to believe that the correspondence threatens the safety or security of the facility, another person, or the public.
3. Incoming correspondence shall not be read unless there is information from another law enforcement agency, the Commanding Officer of CIB, or other Department senior staff officials of the rank of Warden or above that the correspondence may contain one or more of the following:
 - a. Plans for sending contraband into or out of the facility;

IV. GUIDELINES (Cont.)

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- b. Plans for criminal activity within or outside of the facility; or
- c. Information, which if communicated, would compromise the security and good order of the facility and/or the safety of any person or persons within or outside of the facility.
4. A copy of Form 4001B and accompanying documentation to read incoming correspondence must be promptly provided to the Chief of Facility Operations and placed on file in the facility's Security Office.
5. Incoming privileged correspondence shall not be read except pursuant to a court order. Incoming privileged correspondence shall not be opened and inspected except in the presence of the recipient inmate or pursuant to a lawful search warrant.
- H. The Department shall not maintain any records of correspondence received by any inmate, including sources or amounts of correspondence, except as noted in Sections IV.E and IV.G of this Directive. Additionally, nothing herein shall preclude the Department from maintaining, in a place separate from the inmate's institutional file and for the sole purpose of assuring efficient mail delivery, their own records of mail received provided that such records shall not be used in any way to affect any terms or conditions of an inmate's subsequent confinement nor shall they be released to any party other than the inmate except upon court order or subpoena issued by a governmental agency which, by law, is authorized to inspect Department of Correction records and then only after notice to the party affected. In no event shall such notice be less than twenty-four (24) hours before the return date of the application for the court order or subpoena.
- I. Incoming correspondence may be manipulated or inspected without opening and subjected to any non-intrusive device. Such manipulation or inspection does not in any way or manner remove the responsibility for opening and inspecting all incoming correspondence in the presence of the intended inmate.
- J. Any particular correspondence may be held for an extra twenty-four (24) hours pending resolution of a search warrant application or court order.
- K. **Inmates shall not be permitted to keep the envelope. However if an inmate wants the return address, he/she shall be permitted to write it down before the officer departs the area.**
- L. Any inmate may address written communications to the Commanding Officer of the facility or to the Commissioner. Upon request, an inmate shall be supplied with paper and envelope for the purpose of such communication. Such communication shall be

IV. GUIDELINES (Cont.)

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promptly delivered to the Warden or transmitted to the Commissioner (as necessary).

- M. Employees are prohibited from writing, mailing, or conveying any letter or information from or to any inmate or any other person on behalf of an inmate without the approval of the Commanding Officer of the facility.
- N. If an inmate is unable to read or write, he/she may receive assistance with correspondence from other persons, including, but not limited to, facility employees and other inmates.
- O. Each facility shall make stationery and postage available for purchase by inmates.
- P. The Department shall provide indigent inmates (inmates having no funds in their Commissary Account) with free stationery, envelopes, and first class postage for all letters to attorneys, courts, and public officials. Mail from indigent inmates addressed to the Office of the Comptroller shall be sent by certified mail at Departmental expense. Inmates receiving funds in their Commissary Accounts sufficient to cover expenses borne by the Department for certified mail within seven (7) calendar days of its posting may be required to pay for such postage. There shall be no postage weight limitations on this type of correspondence.
- Q. Two (2) postage-free personal letters each weighing two (2) ounces or less shall be permitted to indigent inmates each week. Each facility shall make available to indigent inmates at Department expense stationery and postage for all letters to attorneys, courts and public officials, as well as two (2) other letters each week.
- R. Inmates may request to send correspondence by certified mail at their own expense. However, if the inmate is indigent and as a matter of law, rule, or regulation such correspondence is required to be sent by certified mail, the expenses shall be borne by the facility concerned.
- S. All policies, guidelines, procedures, restrictions, and changes issued by the Department concerning the inspection of mail received by inmates or the search and censorship of mail received by inmates in general population also apply to mail received by inmates in punitive segregation and any other special status.

V. PROCEDURES

A. INCOMING CORRESPONDENCE

V. PROCEDURES (Cont.)

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1. In order to enhance the detection of narcotic substances concealed in inmates' incoming correspondence and packages, the following procedures shall be adhered to:
 - a. All incoming inmate correspondence and packages to Rikers Island shall be forwarded to the Central Mail Processing Center **(Trailer B) at the Queens abutment.**
 - b. The Canine Unit shall be deployed for a narcotics scent detection of all correspondence and packages prior to being released to the facility.
 - c. Upon completion of the canine narcotics scent detection, Special Operations Division (SOD) shall notify the affected commands to retrieve their inmate correspondence and packages.
 - d. Under no circumstances shall inmate correspondence or packages be retrieved directly from the United States Postal Service by the individual facility.
2. Incoming inmate correspondence shall be delivered to the intended inmate within forty-eight (48) hours of receipt by the facility unless the inmate is no longer in custody. Upon delivery, all incoming correspondence shall be opened and inspected in the presence of the intended inmate.
3. Letters, printed material, photographs, pictures, money orders, and Cashier's/ Teller's checks may be received in correspondence. A list of these items shall be kept on file at the BOC and any revision to the list shall be forwarded to the BOC. The list shall be posted in English and Spanish in each housing area.
4. When any privileged, certified, or special delivery mail is delivered to the inmate, the mail room officer assigned to distribute the mail shall require the intended inmate to sign the Mail Logbook to confirm receipt of the correspondence.
5. The Mail Logbook will specify the name and book and case number of the inmate receiving mail, the name of the sending party and/or affiliation, the date of receipt, the inmate's signature, and the signature of the officer distributing the mail.
6. No records of correspondence received by any inmate shall be placed in the inmate's institutional file except as noted in Sections IV.E and IV.G of this Directive.

V. PROCEDURES (Cont.)

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7. If any contraband or prohibited item other than dangerous contraband is found in any incoming correspondence, the inmate shall be so advised and the item shall be confiscated. However, at the inmate's option, the item may be returned to the sender, destroyed, or donated to an outside charitable organization. In such cases, staff shall ensure the completion of Form 420A, "Removal of Non-Permissible Item(s) Incoming Correspondence/Package" (Attachment C) (or 420B for Spanish language) indicating the option selected and containing brief instructions for the appeal procedure. After removal of an item, the incoming correspondence shall be forwarded to the intended inmate.

Note: When it is necessary to use Form 420B; the information entered shall also be in Spanish. The corresponding Form 420A shall be prepared and the information entered shall be in English.

Clearance for administrative purposes and distribution shall be made by the office of the facility Commanding Officer.

- a. If dangerous contraband or an item suspected of being a controlled substance is found in a correspondence, the inmate shall be so advised and the item confiscated. The contraband shall be placed in an envelope and sealed in the presence of the inmate and a witnessing officer. Entries shall be made on the sealed envelope denoting: the name and address of the sender; a description of the contraband; the name, number, and location of the inmate recipient; and the signature of the inmate and the witnessing officer. The sealed envelope shall then be forwarded to the Tour Commander who shall deliver the envelope together with a full written report of the incident to the Commanding Officer for processing and possible criminal action. When an item found in incoming correspondence involves a criminal offense, it shall be forwarded to the appropriate authority for possible criminal prosecution. In such situations, the processing of Form 420A/B may be delayed if necessary to prevent interference with an ongoing criminal investigation.
8. Facilities shall not accept cash by mail for deposit into the inmate funds account. In the event cash is received in the mail, it will be held in escrow until the inmate is discharged with the following exceptions:
- The inmate has institutionally generated charges (i.e., unpaid restitutions, fines, mandatory surcharges;
 - The inmate is providing Self-bail; or
 - The funds are sent to an authorized third party.

V. PROCEDURES (Cont.)

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9. All money orders and cashier's checks sent to inmates by mail for deposit in their cash fund accounts shall be received by the Institutional Mail Officer, opened in the inmate's presence, and stamped "INMATE FUNDS - FOR DEPOSIT ONLY" prior to the inmate endorsing the same with his/her signature and book and case number. A numbered mail money receipt shall be prepared in duplicate by the officer for each inmate receiving money. The original receipt shall be given to the inmate in accordance with the prescribed mail procedure of the institution. The duplicate receipt shall remain in the Mail Money Receipt Book as a permanent record.
- a. To ensure accountability when different officers use the Mail Money Receipt Book throughout the day, each officer, upon completion, shall close out the book by clearly printing in blue or black ink on the reverse side of the last receipt used the: date, time, numbers of the first and last receipts issued, total amount of funds collected (followed by a notation of the breakdown of money orders), and officer's name followed by his/her signature and shield number. The officer shall immediately surrender the money order(s) and book to the Cashier who shall verify the same and affix his/her signature (with name clearly printed below), identification number, the date, and the time below the officer's signature.

The Cashier will then enter the information regarding monies received by each inmate from the Mail Money Receipt Book into the computer according to the following procedure: Inmate Banking Menu, #6 Debit and Credit Inmate Account. A line drawn across the individual receipt will denote that the receipt was entered. After all receipts are in the computer, return to Inmate Banking Menu, #8 Report Menu, then #1 Debit and Credit Register, return to Inmate Banking Menu, to #9 End of Day Processing, etc., then #1 End Day Processing.

The computer hard copy totals will be compared to monies received and verified. A copy of the Debit and Credit Register in addition to the Summary Totals will be attached to the Cashier's Daily Statement. The amount received and receipt numbers will be recorded on line #2, mail money on the Cashier's Daily Statement.

10. When the records indicate that an inmate has been transferred to another facility of the Department, the unopened envelope containing the correspondence shall be properly re-addressed, time-stamped and dispatched promptly to the facility to which the inmate was transferred. However, Privileged Mail shall be processed in accordance with the procedures outlined in Section V.C. of this Directive.

V. PROCEDURES (Cont.)

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11. When the records indicate that an inmate has been transferred to a facility not under the jurisdiction of the Department, the unopened envelope shall be time-stamped and the original address on the envelope shall be crossed out with one (1) diagonal line (/). The name and address of the facility concerned shall be written in ink on the front of the envelope and the re-addressed envelope shall then be forwarded to the facility of record through the United States Postal Service. No additional postage shall be required. Privileged Mail shall be processed in accordance with the procedures outlined in Section V.C. of this Directive.
12. Any "non-privileged mail" received for an inmate who has been discharged from the Department's custody (e.g., release on bail, released in court, completed sentence, etc.), shall be forwarded to the address of record.
 - a. When the records indicate that the inmate has been discharged and there is no forwarding address on record, the mail shall be returned to the sender. The notation, "MOVED - Left No Address," shall be hand-stamped on the envelope. However, if there is no return address on the envelope and the inmate is unknown, the notation "ADDRESSEE UNKNOWN" shall be hand-stamped on the envelope and returned to the United States Postal Service.
13. **Inmates shall not be permitted to keep the envelope. However, if an inmate wants the return address, he/she will be permitted to write it down before the officer departs the area.**

B. OUTGOING CORRESPONDENCE

1. Outgoing inmate correspondence shall be addressed and sealed by the inmate.
2. All outgoing inmate correspondence shall bear the inmate's name, and either the facility post office box or the inmate's home address in the upper left-hand corner of the envelope. Failure to comply will result in the mail being returned.
3. All outgoing inmate correspondence shall be placed in a locked mail receptacle by the inmate, and the mail shall be forwarded through the United States Postal Service at least once each business day.
4. Inmates who are blind or visually impaired may choose to send outgoing mail without postage. The mail may be sent to both domestic and international destinations. The contents of the mail must meet USPS requirements for the free mailing service. These requirements specify the types of items that qualify for the service.

V. PROCEDURES (Cont.)

The envelope must meet the following two requirements:

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- a. The phrase "Free Matter for the Blind or Handicapped" must be marked on the upper right hand corner of the front.
 - b. The envelope must remain unsealed.
5. The mailroom staff that process outgoing mail shall screen the items mailed to ensure that those being sent without postage are items submitted by inmates entitled to free mail.
- a. The Officer or other staff person shall maintain a list of the inmates who are blind or visually impaired; the list shall include the name, Book and Case Number, Housing Location and type of disability of the inmates.
 - b. When an inmate is admitted to a Departmental facility and appears to have or is claiming a disability, the inmate shall be assessed in the facility's clinic by medical staff. Once it has been determined by medical staff that the inmate has a disability, the Intake Supervisor or designee, shall immediately notify the Associate Counselor located in the Counseling Services Unit at the facility and the Deputy Warden for Programs or his/her designee. The Deputy Warden for Programs will provide the mailroom with an updated disability list on a weekly basis, which shall also include all inmates that are blind or visually impaired. During non-business hours the Intake Supervisor shall forward this information to the Office of the Deputy Warden for Programs.
 - c. The Officer or other staff person assigned to the mailroom shall check all items of outgoing mail that have no postage and are marked "Free Matter for the Blind and Handicapped" against the weekly list of disabled inmates.
 - i. Letters or packages so marked by inmates who are on the list as qualifying for free mail shall be sent out with all other outgoing mail. The Department shall not be obligated to provide any postage for these materials.
 - ii. Letters or packages so marked by inmates who are not on the list and therefore not qualified for free mail shall be returned to the inmates for proper postage.
 - d. The Officer or staff person shall leave the letters or packages that qualify for free mailing unsealed so that the USPS may inspect the contents.

C. PRIVILEGED MAIL

V. PROCEDURES (Cont.)

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1. When any privileged, certified, or special delivery mail is undeliverable, a notation of why delivery could not be effected shall be made in the "Undelivered Mail Logbook – Privileged, Certified, Registered" and "Special Delivery" by the Mail Clerk or other person assigned to perform said duties.
2. The opening/closing date of the Logbook shall be entered on the outside cover of the Logbook.
3. The Logbook shall contain the following headings:
 - a. Name/address of sender;
 - b. Name/number of inmate addressee;
 - c. Reason why mail was undelivered. This entry must be clearly stated, for example:
 - i. Inmate was transferred to GMDC;
 - ii. Inmate was released on bail;
 - iii. Inmate transferred to State Prison (Give name/address).
 - d. Action taken. For example:
 - i. Mail forwarded to address of record - enter address where mail was forwarded;
 - ii. Return to sender - enter reason why mail is being returned to sender, e.g., addressee unknown, insufficient information, etc.
 - e. Date action taken as per Entry "D" above;
 - f. Name/I.D. number of person processing the mail - recording the entries.
4. After making the logbook entries, the Mail Clerk shall then process the mail as specified in this section.
5. FORWARDING OF PRIVILEGED MAIL

All privileged mail addressed to an inmate who has been transferred to another facility within the Department or transferred outside the jurisdiction of the Department shall be time-stamped and imprinted with a standardized stamp provided by the Department (Attachment A), and processed by the Mail Clerk or officer assigned to perform Mail Clerk duties.

V. PROCEDURES (Cont.)

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- a. Prior to the Mail Clerk imprinting the envelope, a diagonal line (/) shall be placed through the original address.
 - b. The stamp shall state "FORWARD TO (ADDRESS ONLY)" and include the following information:
 - i. Date received;
 - ii. Date forwarded;
 - iii. Name of forwarding facility; and
 - iv. Name and ID number of the person processing the mail.
 - c. The Mail Clerk will then clearly print the information required in the imprinted captions and then forward the piece of mail to the United States Postal Service for processing, or to the facility of record if the inmate was transferred to a facility within the Department.
4. RETURN OF PRIVILEGED MAIL TO SENDER
- a. When privileged mail is received for an inmate who has been discharged but there is no record or forwarding address or in cases where the mail can not be delivered to the inmate because of "insufficient information," "addressee unknown," or "no forwarding address," the privileged mail shall be time-stamped and imprinted with the standardized stamp provided by the Department (Attachment B) before it is returned to the sender. Prior to the Mail Clerk imprinting the envelope, a diagonal line (/) shall be placed through the original address.
 - b. The stamp shall state "RETURN TO SENDER" and include the following information:
 - i. Date received;
 - ii. Date forwarded;
 - iii. If there is no forwarding address, the addressee is unknown, or the item is undeliverable due to insufficient information by checking the appropriate box;
 - iv. Name of facility forwarded by;
 - v. Name and ID number of person processing the mail.

V. PROCEDURES (Cont.)

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Note: Prior to any privileged mail being returned to sender, the Mail Clerk shall make a reasonable attempt to locate the forwarding address of the inmate concerned by perusing the inmate's folder or by referring to the Inmate Information System (IIS); additionally, before any privileged mail is returned to sender, the Mail Clerk shall submit the mail to the supervisor in charge of the Mail Room who shall ensure that every effort to locate the addressee was made.

- c. The Mail Clerk shall then clearly print the information required in the imprinted captions, check the appropriate box, and then forward the piece of mail to the United States Postal Service for "RETURN TO SENDER."

D. APPEAL

1. Within twenty-four (24) hours after the removal of any item(s) from correspondence, the intended inmate, the BOC, and the General Counsel shall be given written notification of such removal. Such notice may be delayed, if necessary, to prevent interference with any ongoing criminal investigation (see Attachment C). This notice shall include:
 - a. The name (and number, if inmate) and address of sender;
 - b. The name and number of the recipient (if sentenced inmate, use sentence number; if detained inmate, use book and case number);
 - c. The item(s) removed;
 - d. The reason(s) for removal;
 - e. The disposition of the item(s);
 - f. The appeal procedure.
2. The removal of the item(s) from an incoming letter may be appealed to the BOC by the affected person.
3. The affected person shall be advised that notice of the intent to appeal the removal must be given in writing to the facility, the Department, and the BOC.
4. After notice is filed, the appeal may be submitted and the Department, the facility, and any affected person may submit to the BOC for its consideration any additional relevant material.

V. PROCEDURES (Cont.)

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5. The BOC, or its designee, shall issue a written response to the appeal within fourteen (14) business days after receiving notice of the appeal.

VI. REFERENCES

- A. Directive 1500R-A, "Standard Operating Procedure for Receipt, Disbursement and Accounting of Inmate Cash Funds," dated 11/10/97 (as amended).

VII. ATTACHMENTS

- A. Standardized stamp for privileged mail for an inmate who has been transferred to another facility within the Department or transferred outside the jurisdiction of the Department.
- B. Standardized stamp for privileged mail for an inmate who has been discharged with no forwarding address or for cases where the mail cannot be delivered to the inmate because of "insufficient information," "addressee unknown," or "no forwarding address."
- C. Form 420A (English) and Form 420B (Spanish), "Removal of Non-Permissible Item(s) - Incoming Correspondence/Package."
- D. Form 4001A, "Warden's Written Order to Read Outgoing Inmate Correspondence."
- E. Form 4001B, "Warden's Written Order to Read Incoming Inmate Correspondence."
- F. Form 4001C, "List of Items Permitted to be Received through the Mail."

VIII. SUPERSEDES

- B. Directive 4001R-B, "Inmate Correspondence," dated 3/16/09.

EXHIBIT A

ATTACHMENT A

THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION

FORWARD TO: _____

FOR OFFICIAL USE

DATE RECEIVED: _____

DATE FORWARDED: _____

FORWARDING FACILITY: _____

FORWARDED BY: _____

(BOLD PRINT)

EXHIBIT B

ATTACHMENT B

THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION

RETURN TO SENDER

CHECK THE APPROPRIATE BOX

NO FORWARDING ADDRESS

ADDRESSEE UNKNOWN

UNDELIVERABLE - INSUFFICIENT INFORMATION

FOR OFFICIAL USE

DATE RECEIVED: _____

DATE RETURNED: _____

RETURNING FACILITY: _____

RETURNED BY: _____

(BOLD PRINT)

	CORRECTION DEPARTMENT CITY OF NEW YORK	PREPARE THIS FORM IN QUINTUPLICATE Form # 4001B Rev.: 03/16/09 Ref.: Dir. #4001R-C	
	WARDEN'S WRITTEN ORDER TO READ INCOMING INMATE CORRESPONDENCE		

SECTION 1 - AUTHORIZATION

NAME OF FACILITY:		DATE CORRESPONDENCE RECEIVED:		
INTENDED INMATE RECIPIENT	NAME:	B & C #:	NYSID #:	
SENDER OF CORRESPONDENCE	NAME:			
	ADDRESS: _____ _____			
Warden's justification for reading, (to include specific facts and reasons supporting the determination):				
WARDEN'S NAME:	SIGNATURE:	DATE OF DETERMINATION:		

SECTION 2 - INMATE NOTIFICATION

I CERTIFY THAT I HAVE RECEIVED A COPY OF THIS ORDER	SIGNATURE OF INMATE:	B & C #	DATE:	TIME:
Served by (Print Name, Rank and Shield #):		Signature of Server:		
Refused to Sign for Notice: <input type="checkbox"/> Yes <input type="checkbox"/> No		Witnessed by:		

SECTION 3 - SENDER NOTIFICATION

NOTIFICATION TO SENDER	<input type="checkbox"/> COPY OF THIS NOTICE WAS SENT TO RETURN ADDRESS			
	<input type="checkbox"/> CORRESPONDENCE DID NOT HAVE RETURN ADDRESS			
	STAFF'S NAME:		DATE SENT:	
SIGNATURE		RANK:	SHIELD:	

SECTION 4 - READER OF CORRESPONDENCE

MEMBER READING CORRESPONDENCE	NAME:	RANK:	SHIELD:
	SIGNATURE:	DATE READ:	

DISTRIBUTION	ORIGINAL - FACILITY FILES COPY - INMATE FOLDER COPY - INMATE COPY - SENDER COPY - FACILITY OPERATIONS
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THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION

Form: #4001C

Eff.: 06/16/08

Ref.: Dir. #4001R-A



**LIST OF ITEMS PERMITTED TO BE
RECEIVED THROUGH THE MAIL**

**THE FOLLOWING ITEMS ARE PERMITTED TO BE RECEIVED
THROUGH THE MAIL AS OUTLINED IN DIRECTIVE # 4001R-A,
INMATE CORRESPONDENCE:**

ITEMS
LETTERS
PRINTED MATERIAL
PHOTOGRAPHS (INSTANT PHOTOGRAPHS ARE PROHIBITED)
PICTURES
MONEY ORDERS
CASHIER'S/TELLER'S CHECKS

****CASH WILL NOT BE ACCEPTED**



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION

Form: #4001C



LISTA DE ARTÍCULOS PERMITIDOS A SER
RECIBIDOS A TRAVÉS DEL CORREO

Eff.: 06/16/08

Ref.: Dir. #4001R-A

LOS SIGUIENTES ARTÍCULOS SON PERMITIDOS A SER
RECIBIDOS A TRAVÉS DEL CORREO COMO LO DELÍNEA LA
DIRECTIVA #4001R-A, CORRESPONDENCIA DEL RECLUSO:

ARTÍCULOS

CARTAS

MATERIAL IMPRESO

FOTOGRAFÍAS (FOTOGRAFÍAS INSTANTÁNEAS ESTÁN
PROHIBIDAS)

RETRATOS

GIROS DE DINERO

CHEQUES BANCARIOS

****EL DINERO EN EFECTIVO NO SERÁ ACEPTADO**