



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 3.3.6	Subject: INMATE MAIL
Reference: DOC Policy No. 3.3.6	Page 1 of 11 and 3 Attachments
Effective Date: November 14, 1997	Revision: December 8, 2016
Signature / Title: /s/ Leroy Kirkegard / Warden	

I. PURPOSE

To encourage inmate correspondence with limitations necessary to maintain facility order, security, health and rehabilitation, and allow inmates to correspond with outside persons or organizations, receive publications, and send packages.

II. DEFINITIONS

Contraband – Any item possessed by an offender or found within the facility that is illegal by law, prohibited by policy or procedure, or unauthorized by those legally charged with the administration and operation of the facility.

General correspondence – All correspondence not otherwise considered privileged correspondence

Immediate Family Member – An offender’s legal spouse, natural, or adoptive parents and children, siblings, grandchildren, grandparents, corresponding in-law, person verified as being primarily responsible for raising the offender in the absence of a parent and any other member of the offender’s household.

Legal or Privileged Correspondence – Any correspondence to or from the office of a licensed attorney, or to or from a state or federal court judges or law clerks, and any correspondence or documents (e.g., a summons and complaint) sent to a sheriff’s office for service of process. Privileged correspondence can include correspondence to and from attorneys associated with recognized legal advocacy groups, such as the ACLU, the Montana Innocence Project, Disability Rights Montana, or the Montana Human Rights Bureau. Mail from an attorney’s office must include the complete name and address of the law firm. Mail from a court of law must clearly indicate on the envelope it is from one of these sources.

Mail – All mail, including correspondence, publications, and packages.

Nudity – A photograph or picture image that shows nipples of the female breast, pubic hair, or genitalia (sex organs) or anus of a female or male. Photographs or picture images that include exposures with “see-through” clothing or materials will also be considered as nudity.

Prohibited image – An image that includes the following:

1. depicts an actual or simulated sexual act (including but not limited to sexual intercourse, oral sex or masturbation) or nudity;
2. promotes tattooing or body piercing;
3. intent is sexual arousal or gratification;
4. obscene jesters (i.e., giving the middle finger or grabbing of the crotch area)
5. by its nature or content depicts or facilitates criminal, violent, or gang activity; and
6. detrimental to or poses a threat to the discipline, security, or order of the institution.

Prohibited writing – Writing that depicts sexual or other acts/activities (including but not limited to sexual intercourse involving children, sadomasochism, bestiality, role playing or fantasy type games or

material, oral sex or masturbation); that by its nature or content facilitates gang activities, criminal activity, and/or is detrimental to, or poses a threat to discipline, security, or order of the institution.

Publication Review Committee – A committee comprised of representatives from the facility security, Contract Placement Bureau, and MSP Grievance Office with the responsibility to review publications to determine whether the publications conform to prison procedure.

III. PROCEDURES

A. Offender Mail Requirements

1. Authorized personnel of Montana State Prison (MSP) may open, examine, and censor mail sent from or addressed to an inmate in accordance with United States Postal Administrative Support Manual, Section 274.96. “Authorized personnel of prisons under the procedures promulgated by the facility may open, examine, and censor mail sent from or addressed to an inmate.” Correspondence from inmates does not become U.S. mail, per the U.S. Postal service either when given to a postal employee or when deposited into a receptacle authorized by the Postmaster General for the receipt of mail. Therefore, unless items are considered actual mail, the federal laws pertaining to the protection of mail matter does not apply.
2. Only the warden, or designee, may authorize exceptions to this procedure.
3. Inmates can send or receive an unlimited amount of correspondence without restriction to source, destination, or content if the inmate can afford postage and complies with this procedure, unless reasonable belief exists that limitation is required to protect public safety or the secure and orderly operation of the facility.
4. The Mailroom supervisor, with oversight from MSP Prison Administration, is responsible for implementing the correspondence program outlining the convenient deposit and distribution of inmate correspondence every business day.
5. Outgoing correspondence, including legal and general, must display a complete return address of the appropriate facility, e.g., “Montana State Prison, 700 Conley Lake Road, Deer Lodge, MT 59722” and the inmate’s last name and DOC identification number. Correspondence will be disposed of if the inmate sending the general correspondence cannot be identified.
6. Incoming mail that does not include the receiving inmate’s last name and DOC identification number or that contain markings, drawings, or acronyms on the envelope, packaging, or contents may be returned to the sending party without notice to the inmate. Mail without a complete return address or that contains markings, drawings, and etc., shall be opened and read to inspect the contents to make a reasonable attempt to ascertain the identity of the sender or the intention of the material. If the sender can be identified and the mail does not present any security concerns and complies with [MSP Procedure 3.3.6. Correspondence, Publications, & Packages](#), the mail will be delivered to the inmate.
7. Incoming correspondence that contains sensitive information or documents inappropriate for an inmate to possess, e.g., social security number, or vehicle title, may be held in the inmate’s main file, or other designated location for delivery to the inmate upon release. Documents requiring a signature, notary, or other action will be processed with assistance from the unit management team (UMT).

8. All correspondence, including legal and general, is usually processed within 24 hours and not held more than 48 hours excluding weekends, holidays, or emergencies. This standard does not include correspondence for inmates temporarily absent from the facility, e.g., hospital, fire crew, or court or cases where a legitimate penological interest of safety and security exist.
9. When an inmate is transferred to another facility, the inmate is responsible for notifying the change of address to the appropriate entities; mail will be forwarded according to the following:
 - a. first-class letters will be forwarded until an inmate's release, after release all general correspondence will be returned to the sender; and
 - b. magazines and newspapers will be forwarded.

B. Comprehensive Prohibitions

1. Correspondence is prohibited between MSP inmates and the following:
 - a. victim(s) of an inmate's crime(s) of any conviction except as authorized in writing by the warden, or designee;
 - b. mail ordered pen pals;
 - c. any individual under Department supervision, except with prior written approval of the administrator, or designee, from both facilities and/or programs. The inmate must submit an *Offender Request to Correspond form* (attachment A) to the warden's office or designee for approval;
 - d. current or former Department or contract facility employees or volunteers, except with prior written approval of the warden, or designee, or when correspondence from inmates to staff is related to re-entry programs, current job status, etc. Inmate must submit an *Inmate to Past or Current Employee Request to Correspond form* (attachment B) to the Warden's office for approval;
 - e. individuals or organizations who advise the Warden or designee, that receipt of correspondence is unwanted, if an individual does not wish to receive correspondence, the following will occur:
 - 1) the warden or designee will send a written directive to the inmate to cease contact; and
 - 2) correspondence addressed to the recipient following directive to cease contact will be returned to the inmate, who may be subject to disciplinary action.
2. Directing or conducting business operations through correspondence is prohibited, except as necessary to protect real property, closeout a business, or as allowed by [MSP Procedure 5.5.4, Hobby Crafts Program](#).
3. Delivery of correspondence through Department staff members, volunteers, or any person not authorized to perform functions related to the established mail-handling system is prohibited.
4. Inmates may not send or receive taped or other electronic correspondence without prior written approval from the Associate Warden of Security.
5. Currency, unauthorized enclosures, and contraband found will be confiscated, returned to sender, or handled as undeliverable.

C. Outgoing Legal Correspondence

1. To be processed as outgoing legal correspondence, an envelope must indicate, in addition to

the requirements outlined in section III.A.5. the following:

- a. the name and the official status of the addressee, if the addressee does not meet the definition of one of the entities noted in the definition of legal correspondence, the mail will be handled as general correspondence; and
 - b. the label "Legal Mail."
2. In accordance with this procedure, outgoing legal correspondence will:
 - a. not be read by staff;
 - b. be inspected for contraband by staff in the presence of the inmate before it is sealed;
 - c. be labeled on the outside of the envelope as approved legal mail and signed by the inmate; and
 - d. if the contents, based on a scan by staff, contain only legal information, the envelope will be sealed by the inmate and the unit staff will mark the envelope as inspected by printing the staff members name and initials and then forward it to the Mailroom for mailing.
 3. Inmates who are on the current indigent list or have insufficient funds to send legal correspondence may be eligible for eight paid mailings per month; inmates seeking postage assistance for legal correspondence must submit a completed special mailing request with the correspondence indicating the need for paid postage.

D. Incoming Legal Correspondence

1. To be processed as incoming legal correspondence, the envelope must have, in addition to the requirements outlined in section III.A.6., a return address from an office of a licensed attorney or court of law and have a stamp designating correspondence as legal mail.
2. In accordance with this procedure, incoming legal correspondence will:
 - a. not be read by staff;
 - b. be routed to the appropriate inmate's housing unit or other designated location;
 - c. be opened by unit or facility staff in the presence of the inmate;
 - d. be inspected by staff for contraband including the envelope and enclosed paperwork. Staff will scan the enclosed paperwork to determine it is of a legal nature;
 - e. if the content of the enclosed paperwork is of a legal nature, it will be stamped as legal and the inmate will initial the stamp indicating it was opened in his presence. The staff member will also print their name and initial in the stamp area; and
 - f. if the content of the enclosed paperwork is not of a legal nature, the staff member will review the item with a member of the UMT; if the paperwork is not of a legal nature an incident report will be written and the paperwork will be sent to the Associate Warden of Security for follow-up.
3. If there is reasonable suspicion a piece of mail contains contraband, the Associate Warden of Security may authorize legal correspondence to be opened in a secure area outside the housing unit with the inmate present.
4. No person who is on the inmate's approved visiting list will be allowed to send or receive mail designated as legal correspondence; rather it will be handled as general correspondence.

E. General Correspondence Requirements

1. Designated staff may open, read, photocopy, or examine incoming and outgoing general correspondence for contraband.
2. If general correspondence (incoming and outgoing) contains the following, the correspondence will be held, and may be considered undeliverable and investigated:
 - a. prohibited images or writings;
 - b. threats of physical harm against any person or threats of or participation in criminal activity;
 - c. blackmail or extortion;
 - d. contraband (such as postage stamps);
 - e. plans for activities in violation of facility rules (e.g., plans to escape or assist another to escape or riot);
 - f. a document or any text that is in code;
 - g. drugs or drug paraphernalia;
 - h. any violation of U.S. Postal Service regulation, law, or policies.
 - i. other materials that, if communicated, would create a serious danger to the security of the facility, especially any material evidencing security threat group (STG) information, activities, or involvement; and
 - j. copies of a Facebook page or other types of Internet communication or social media maintained for the inmate by a member of the public.
3. General correspondence that is in a language other than English, either completely or in part may be delayed for translation in accordance with the following:
 - a. translation and review of contents for compliance with this procedure may require up to 10 working days;
 - b. if translation will delay the normal mailing of the correspondence, the inmate will be notified; and
 - c. if attempts to translate are unsuccessful within 10 days, the inmate will be provided a written notice of the undeliverable mail, including a description of why the document was rejected and the effort's made to translate the document.
4. All outgoing general correspondence must be left unsealed.

F. Incoming General Correspondence Requirements

1. Only a postage stamp, address label, and return address stamp, when applicable, is allowed as an attachment and must be affixed to the front of the envelope or package. Postage stamps as well as any other adhesive backed sticker, such as a return address label, may be removed or cut out from envelopes by the Mailroom for security purposes prior to sending to the inmate.
2. Incoming correspondence will be held, may be considered undeliverable, and may be investigated if it contains any of the following:
 - a. mail with metal bindings other than staples including paper clips, binder clips, and other metal fasteners. Items may be returned to sender or staff will remove and forward the mail to the inmate;
 - b. bodily fluids;
 - c. an attempt to correspond to facilitate inmate to inmate communication including, but not limited to:
 - 1) sending mail to an addressee to be given to another;

- 2) mail to or from an inmate may contain only mail for the inmate whose name is on the envelope or package; and
 - 3) authorized correspondence may not include letters or messages to be passed on or mailed by the recipient to another person or inmate.
 - d. Envelopes, blank stationary, and blank writing paper will be disposed of by the Mailroom and the remaining mail will be routed to the inmate. If the mailing is from an authorized state agency or other legal entity, the self-addressed envelope will be forwarded with the remaining mail only if it contains no postage stamp or the postage stamp is of an electronic or pre-paid nature. Blank cards or postcards will be stamped received by Mailroom staff and sent to inmate;
 - e. attachment(s), e.g., decorative ink stamps, stickers, ink markings, lip impressions, perfumes, or powders glued, taped or otherwise affixed to envelopes or their contents; and
 - f. material which, if communicated could result in any of the following:
 - 1) threat or be detrimental to the security, safety, health, good order, or discipline of the facility;
 - 2) threat or be detrimental to the inmate rehabilitation process;
 - 3) facilitate criminal activity;
 - 4) create tension within the facility because it advocates separation of, violence between, or is derogatory towards any group or individual within the facility; and
 - 5) create a clear and present danger of violence or physical harm to a human being.
3. Printed material enclosures are subject to the review process. Allowable enclosures include:
 - a. written correspondence;
 - b. photocopies no larger than 8.5" x 11" (may include photocopies of newspaper and magazine articles);
 - c. copies of forms, informational, or reading material from the Internet. Photocopies or items printed from the internet under the "fair use of copyrighted work" are not an infringement of copyright laws if the items are used for the purposes of criticism, comment, news reporting, teaching, scholarship, or research;
 - d. small pamphlets;
 - e. business cards;
 - f. photographs (excluding Polaroid or other layered photographs) that will fit into the authorized photo album or photographs no larger than 8.5" x 11". Multiple photographs on a single page will be counted as one photo as long as the page of the photo is not larger than 8.5" x 11". Multiple photographs on a single page must be photocopied or printed on a single, continuous flat sheet of paper. Photographs that are cut and attached will not count as one photo because the paper is not a singular continuous sheet; and
 - g. greeting cards that are plain and unembellished, (e.g., no padding, lamination, glitter, music recordings, or popups) may not exceed the size of 8"x10" (cards may be multi-fold, but must not have glued seams or folds).

G. Financial Transactions

1. Inmates are only allowed to send money to those persons on their approved visiting list.
2. Inmates may receive funds through the mail from the following approved parties:
 - a. an inmate's attorney;
 - b. immediate family members listed on the inmate's approved visiting list; and

- c. one approved non-family member authorized by the warden or designee. Inmates may request the one non-family member to be changed to another approved non-family member, but this can only occur once every six months.
3. Approved parties may send funds to an inmate when funds are in the form of a U.S. Postal money order or Cashier's check. They must meet the following requirements:
 - a. funds must be received within 20 days of the date of purchase;
 - b. must include the inmate's last name and Department identification number;
 - c. must include the completed, printed, legible name and address of the sender (for comparison with the approved visiting list);
 - d. the envelope the money order arrives in must be postmarked from the immediate area where the approved sender's listed residence is located;
 - e. if the sender cancels a money order after it has been received at MSP, the U.S. Postal authorities will be notified; and
 - f. inmates housed at MDIU may request a one-time money transfer from an immediate family member, if they have been housed at MDIU.
4. In addition to correspondence, the Department maintains an electronic funds and transfer process through which authorized senders may deposit funds into an inmate's account.
5. The administrative support supervisor or designee will forward funds such as U.S. Treasury Department checks, refunds, inmate personal savings withdrawals, approved business transactions, or tribal checks to accounting staff to be credited to the inmate's account.
6. Unapproved funds or delivery that does not comply with this procedure will be returned to sender.

H. Publications

1. Inmates may possess a limited number of publications as listed on the current authorized property list (see attachment A of [*MSP 4.1.3, Inmate Personal Property*](#)).
2. Publications (books, magazines, and material) are subject to screening and review and may not contain any of the following:
 - a. prohibited images or writings;
 - b. contents focusing on weapons or explosives;
 - c. instructions for the manufacturing of drugs or drug paraphernalia;
 - d. metal bindings or metal fasteners, bindings must be glued;
 - e. materials in used or refurbished condition;
 - f. code(s);
 - g. material which violates any Department policy or facility-specific operational procedure;
 - h. content which, as a whole, lacks literary, artistic, political, scientific, or educational value.
 - i. material larger than 9" wide, by 12" tall, and 2" thick. Those with hard covers/bindings (books must be soft cover) will not be allowed, except as follows:
 - 1) legal, religious, or educational books that exceed these parameters will be reviewed for authorization on a case-by-case basis;
 - 2) existing inmate purchased personal property that has been authorized and stamped by the property office will be allowed for the purchaser's retention after implementation of this operational procedure. This includes

- completed journals that are from canteen or authorized vendors may be retained by inmates and will be counted toward their book limit;
- 3) state-owned library books (not marked for library use only) are allowed in housing units based on the inmate following the appropriate library book check out process. On a limited, case by case basis, some library books may be marked as library use only;
 - 4) new books that are not available in soft cover may be allowed in hard cover provided the inmate is not in locked housing unit; and
 - 5) other publications on a case by case basis with consideration of the inmate's custody level.
- j. Material, drawings, or photographs or pictures with the primary intent is to promote sexual arousal or activity, or without any literary value involved. For example, information sent from vendors to inmates for purchase of picture of partially clad females wearing thongs, or pinup type pictures will not be allowed and will be returned to sender. Any material received as a result of such purchases will not be allowed; and
 - k. language or material that advocates for, or encourages the following:
 - 1) violence or activities that may disrupt the safety or security of the facility;
 - 2) racial, religious, or national supremacy or hatred;
 - 3) behavior that is detrimental to security or rehabilitation; such as gambling, illegal sexual activities, or the commission of a crime; and
 - 4) publications that present history, historical perspective, critique or information related to race, religion, or other items may be allowed based on content review.
3. Publications in a language other than English may be allowed and are subject to a review and approval process that includes up to 20 days for magazines and newspapers and up to 30 days for books.
 4. Pictures or other items that are removed from, or torn out of, books, newspapers, or magazines will be considered contraband.
 5. An inmate or a person on the inmate's approved visiting list may order new publications provided such an item is sent directly by the publisher or any licensed retail outlet, and complies with the following:
 - a. invoice or enclosed paperwork indicates the name of the sender. The inmate will be issued a *Notice of Undeliverable Mail form* (attachment C) for publications received without this information;
 - b. paperwork indicates the inmate's last name, his identification number, and the name and address of MSP when it arrives. Anything received without this information will be returned to sender or disposed of;
 - c. does not contain items prohibited under this or any other section of this procedure;
 - d. is not the result of a contract purchase, such as music or book clubs; and
 - e. does not contain a credit card or credit card application. All book orders and books that come in from vendors will be forwarded to the Property Officer who will screen them for proper authorization and content.
 6. If the item meets procedural guidelines the Property Officer will process it in accordance with [*MSP 4.1.3, Inmate Personal Property*](#), including inventory and documentation and approval stamp.

7. If the Property Officer feels an ordered item received for an inmate is not permitted due to its content, the item will be forwarded to the publication review committee designated by the Warden or designee, for a final decision.
8. Publications that have scholarly, literary, religious, or artistic value may be allowed. If an item is not permitted due to its content, the inmate and the publisher will be sent a written notice outlining the specific reason(s) the item is being rejected by the publication review committee or property office. Appropriate documentation concerning the contents of the item will be retained until final resolution of any grievance the inmate may file.
9. The property office will maintain a list of disapproved books which will include the book name, date of disapproval, and reason. The property office will any forward any additions/deletions to the list to the publication review committee, to the Education Department for placement on the Inmate TV, and to the Contract Placement Bureau for distribution to the Regional and private facilities. This information will be made available to the inmate population and all of the prison facilities.
10. The mailroom supervisor will maintain a list of disapproved magazines that lists magazines that will not be delivered to inmates according to the following procedure:
 - a. An initial list of disapproved magazines will be developed from magazines not currently allowed into facilities.
 - b. A publication review committee comprised of representatives from facility security, the Contract Placement Bureau, and the MSP Grievance Office will consider additions to the disapproved magazine list as necessary and will also review magazines that may be considered undeliverable on a monthly basis.
 - c. The committee is not required to meet formally to approve or disapprove a magazine, but each member will be consulted before a final decision is reached.
 - d. The committee's decision to place a magazine on the disapproved list will be based upon a number of variables including, but not limited to:
 - 1) whether magazine issues have been consistently disapproved over several months;
 - 2) whether a magazine generally contains any of the prohibited material outlined in this procedure; and
 - 3) information and justification provided by staff from MSP or other Department-owned or contracted secure care facilities;
 - e. The committee's decision to disallow a single month issue of a magazine will be based upon all criteria listed in this section.
 - f. Committee decisions will be final.
 - g. The disapproved magazine list and monthly undeliverable list will be maintained at MSP and distributed to the wardens of the adult secure care contract facilities.
 - h. The warden, or designee, may submit magazines to the committee for consideration to be placed on the disapproved magazine list.
 - i. Mailroom staff will process disapproved magazines as undeliverable and will provide information regarding the exclusion of the magazine, in writing, to the inmate.
 - j. The inmate may appeal the decision to exclude the magazine through the inmate grievance process, beginning with submission of an informal resolution form to the committee.
11. Newspaper subscriptions will be allowed when content adheres to the requirements of this procedure and subscriptions are properly addressed to the inmate and sent directly from the

newspaper publisher. Newspaper subscriptions may be ordered by the inmate or a person on the inmate's approved visiting list.

12. Publications, excluding books, magazines, or newspapers will be reviewed on a case-by-case basis and will be considered as undeliverable mail unless approved in advance through a process developed by the facility.

I. Packages

1. Packages for inmates will be forwarded to the property officer for screening, authorization, and processing in accordance with the inmate property procedures. The property officer will inventory and document approved package contents and dispose of packaging outside the facility.
2. An inmate may only ship packages to persons on the inmate's approved visiting list and must pay for all shipping expenses. If the inmate does not have anyone on his approved visiting list, he may write to the Associate Warden of Security for permission to ship a package(s) to another person.
3. Visitors may pick up outgoing packages with prior written approval of the Associate Warden of Security, or designee.

J. Undeliverable Mail

1. Incoming mail, excluding books and other items listed within this procedure, found to be in violation of this operational procedure will be considered undeliverable and processed according to the following:
 - a. Mailroom staff will provide written notice to the inmate of rejected mail by completing and sending a *Notice of Undeliverable Mail form* (attachment C) to the inmate. The notice will:
 - 1) include the name of the sender and the reason(s) for the rejection; and
 - 2) inform the inmate that rejection of the incoming mail can be appealed by completing the appeal section of the notice form and submitting it to the mailroom within 10 calendar days of the date of the notice.
 - b. If rejection of incoming mail is appealed, a staff member uninvolved in the initial decision to exclude the mail will review the initial decision and either uphold the rejection or allow delivery of the mail;
 - c. if the rejection is overturned, the mail will be delivered to the inmate;
 - d. if the rejection is upheld, the inmate will be offered the option of having the mail disposed of by prison staff or having the mail returned to the original sender at the inmate's expense; and
 - e. if the inmate does not timely appeal the initial rejection decision, the mail will be returned to the original sender at the inmate's expense.
2. When an individual or vendor sends contraband to MSP, the warden or designee, may place restrictions on mail that arrives at MSP from the violating individual(s) or vendor(s). During restrictions, incoming items and mail from the restricted individual(s) or vendor(s) will be processed as undeliverable. Restrictions will be placed according to the following:
 - a. the warden or designee, will send a written notice to the restricted individual or vendor concerning the restriction;
 - b. the warden or designee, may rescind a restriction upon written application for lifting of the restriction from the restricted party; and

- c. if contraband is sent by a person on any inmate's current approved visitor list, the violating person's visiting privileges will be restricted as outlined in [MSP 3.3.8, Inmate Visiting](#).

IV. CLOSING

Questions concerning this operational procedure will be directed to the Mailroom Supervisor or the Technical Corrections Services Bureau Chief.

V. ATTACHMENTS

Offender Request to Correspond Form

attachment A

Inmate to Past or Current Employee Request to Correspond Form

attachment B

Notice of Undeliverable Mail Form

attachment C

MONTANA STATE PRISON
OFFENDER REQUEST TO CORRESPOND

Date: ___ / ___ / ___

I, _____ ID/AO# _____ an inmate at Montana State Prison, am requesting approval to correspond with _____
Offender Name ID Number

He/she is under the supervision of Department of Corrections:

Name of Facility/Program

Street Address

City

State

Zip Code

Relationship: _____

_____ Approved

_____ Denied

Montana State Prison Warden

Date

_____ Approved

_____ Denied

Facility/Program Administrator

Date

If correspondence is denied, please provide a reason: _____

Please return to:

Montana State Prison
Warden's Office
400 Conley Lake Rd
Deer Lodge, MT 59722
406-846-1320(Phone)/406-846-2950(Fax)

MONTANA STATE PRISON
INMATE TO PAST OR CURRENT EMPLOYEE
REQUEST TO CORRESPOND

Date: ___/___/___

I, _____ ID/AO# _____ an inmate at Montana State Prison, am requesting

approval to correspond with _____
EMPLOYEE NAME

He/she is/was an employee the following institution:

Institution Name

Street Address

City

State

Zip Code

Relationship: _____

_____ Approved

_____ Denied

Montana State Prison Warden

_____/_____/_____
Date

If correspondence is denied, please provide a reason: _____

Please return to:

Montana State Prison
Warden's Office
400 Conley Lake Rd
Deer Lodge, MT 59722
406-846-1320(Phone)/406-846-2950(Fax)

**MONTANA STATE PRISON MEMORANDUM
NOTICE OF UNDELIVERABLE MAIL**

Inmate Name

Date:

AO#:

Received From:

Location:

Location

An item addressed to you has arrived at this facility; you are unable to have part of or the entire item per policy 3.3.6. Any allowed portion of the item(s) have been enclosed with this notice. The remaining item(s) have been disallowed for the following reason(s):

Homemade items, musical cards, cards with glitter, more than one fold, embellishments and/or finished hobby

Description/Comments:

This was contained within: MagazineCommittee has reviewed this item: Choose an item.

The disallowed items will be returned to the original sender at your expense after **10 days** from the above notice date if you do not respond by completing and submitting an appeal to the mailroom. If the item is returned, a notice to the sender will be enclosed with the disallowed item(s) to assist in understanding why the item is disallowed per procedure 3.3.6. If the sender continues to send you items disallowed per policy or procedure they may be placed on a disallowed sender list; prohibiting them from sending you further correspondence.

If you wish to appeal the mailroom decision, please complete the appeal on the back of this form and return it to the mailroom within 10 days from the date of this notice. A designated staff member uninvolved in the initial decision to reject the mail will respond to the appeal within 20 working days from the date the appeal form is received.

Mailroom Staff: _____ Date: _____

STAFF USE ONLY:

Disposition: _____

Staff Signature: _____ Date: _____

**MONTANA STATE PRISON MEMORANDUM
NOTICE OF UNDELIVERABLE MAIL**

INMATE/OFFENDER UNDELIVERABLE APPEAL

Inmate Name: _____ Number: _____ Housing: _____

State the reason you are appealing:

Inmate Signature: _____ Date: _____

APEAL RESPONSE:

Appeal has been granted _____ / granted in part _____ / denied _____ Date: _____
Comments:

Respondent's Signature

I hereby request that my rejected mail be (check one in the event your appeal has been denied or granted in part):

_____ Returned to the sender at my expense (attach a stamped, self-addressed envelope or completed SMR)_

_____ Disposed of by prison staff

I understand that if I do not elect an option above, the rejected mail will be returned to the sender at my expense. You are advised that this concludes administrative remedies available through the Department of Corrections. I acknowledge that I have received this response.

INMATE SIGNATURE

DATE

