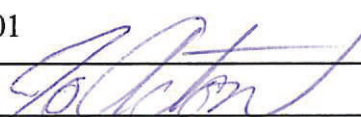




DEPARTMENT OF CORRECTIONS
NAME OF DIVISION OR FACILITY
OPERATIONAL PROCEDURE

Procedure No.: 4.1.3a	Subject: OUTGOING OFFENDER PACKAGES
Reference: DOC Policy No. 4.1.3, DOC 5.4.1, MWP 4.1.3, MWP 5.4.1	Page 1 of 3
Effective Date: 1 March 2001	Revision Date: 05/12/2006, 03/04/2011, 03-22-2011, 10-26-2012
Signature: //S// Jo Acton	

I. PURPOSE

To allow offenders the opportunity to send out personal property within the guidelines of MWP policy and maintain security of the facility, the following procedures will be followed:

II. DEFINITIONS

OSR (Kite)- Offender Staff Request

NSF – Non-sufficient Funds

III. PROCEDURES

A. An offender may send out personal property one of two ways. Either mail the property out or send it out through visiting. All packages going out must be sent with or to an approved visitor.

- 1) Will inspect all items being sent out to ensure that:
 - a) The items leaving actually belong to the offender.
 - b) The items leaving do not violate security or MWP Policy.
 - c) That the items have been taken off the offender's Property File.

B. To send property out through visiting the offender must "OSR" (Kite) property officers, requesting to send the property out. The kite must contain the person's name that will be picking up the items and the date of the visit. Only the person whose name is on the OSR may leave with the property.

C. The "OSR" (Kite) must also contain a list of the property going out.

D. When the property has been inspected and boxed up, place the items in the storage locker with the Property Officers Property Form (TO GO OUT THROUGH VISITING), in the visiting waiting area. The visitor leaving with the property must sign the form to show they received the property.

Title: OUTGOING OFFENDER PACKAGES

E. Once the property has left the facility; return the signed form to the Property Officers to be filed in the offender's property file. Inmate services will notify the offender when the package has been sent out.

F. Property may only stay in the storage locker for 30 days after which the offender will receive a notice indicating that she must mail the property out.

G. The Offender property officers are responsible for filing all paperwork that pertains to Offender Property.

H. To mail a package out the offender must provide a "OSR" (Kite) requesting permission to do so. The OSR (Kite) must contain the person's name and address that will be receiving the package and a signed "Release of Funds" slip for postage if they do not have it themselves.

- 1) If an offender requests to mail out a package ensure the following:
 - a) That the person the package is going to is an **Approved Visitor** of that offender. Ask the offender and then verify by checking the offender's approved visitor's list.
 - b) That a list of the items is on a "OSR" (Kite).
 - c) That the items leaving belong to the offender.
 - d) That the items leaving do not violate MWP policy.
 - e) That the items have been taken off the offender's Property File.
 - f) The offender must have enough money on their account to pay for postage.

I. When this has been completed, the Property Officers will seal the package ensuring that the proper and correct addresses have been put on the package. The Property Officer(s) will place his/her initials on the package to show that it has been inspected.

J. The package will be weighed either by using the postage meter in the Admin area (4 pounds or less) or by using the weight scale in the property room if it is a large package.

K. The weight of the package will determine the amount of postage necessary. The amount will be placed on the "Release of Funds" slip which is to be placed in the Administrative Assistant's (Inmate Accounts-Accounting Technician) mail box for processing. The Administrative Assistant (Inmate Accounts-Accounting Technician) or designee will verify that the offender has enough money to pay for the postage and will then let Property Officers know. Ensure that you place the postage on the package.

Title: OUTGOING OFFENDER PACKAGES

L. Offenders who are NSF (Non-sufficient Funds) for postage can have their package stored for up to 30 days.

M. Only the Property Officers/designee are to mail out offender packages or place them in visiting.

N. The only exception to these procedures is if the offender wants to send out Hobby item, the Inmate Services/designee must approve the items being sent out and then release the items to the Property Officers to send out following the above procedures. Hobby items will still need to go to an **approved visitor from their approved visitors list.**

O. After a Hobby item has been given to an offender's visitor, the OSR (Kite) for that item is to be given to the Property Officers..

IV. CLOSING

Questions concerning this policy and procedure will be directed to the Deputy Warden of Security, Operations Manager or Shift Lieutenant.

V. ATTACHMENTS

None