 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
	REVISION DATE 6/13/11	PAGE NUMBER 1 of 4	NUMBER DOC 450.120
	TITLE PACKAGES FOR OFFENDERS		

REVIEW/REVISION HISTORY:

Effective: 1/22/07
Revised: 9/11/07 AB 07-026
Revised: 4/17/08
Revised: 3/1/09
Revised: 11/9/09
Revised: 9/1/10
Revised: 6/13/11

SUMMARY OF REVISION/REVIEW:

Added II.A.1. regarding weight limit for monthly packages
II.A.2. - Adjusted that packages will only be ordered through Access SecurePak or other Superintendent approved vendors
II.A.3.a. - Added optional form usage
Added II.E.1. that items purchased by another offender or another offender's family/friend will be rejected as contraband
II.B. - Adjusted that holiday packages will only be ordered through Access SecurePak


APPROVED:

Signature on file

ELDON VAIL, Secretary
Department of Corrections

5/11/11

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 137-25-030](#); [WAC 137-36](#); [WAC 137-48](#); [ACA 4-4496](#); [DOC 320.255 IMU/ITU/Segregation/Mental Health Segregation Operations](#); [DOC 320.260 Secured Housing Units in Stand Alone Minimum Security Facilities](#); DOC 420.375 Contraband and Evidence Handling; [DOC 440.000 Personal Property for Offenders](#); [DOC 450.100 Mail for Offenders](#)

POLICY:


- I. The Department has established procedures governing incoming and outgoing packages for offenders per WAC 137-48.

DIRECTIVE:

- I. General Requirements
 - A. All packages must comply with DOC 450.100 Mail for Offenders. Package contents must comply with DOC 440.000 Personal Property for Offenders.
 - B. Incoming packages must have a complete return address that includes the full name and address of the sender.
 - C. Facilities may use DOC 20-069 Package Receipt for incoming packages.
- II. Monthly and Holiday Packages
 - A. Each month, an offender may receive one gift package or one prepaid vendor package, but not both.
 1. Packages will not exceed 15 pounds in weight.
 2. Packages may only be ordered through Access SecurePak or another vendor approved by the Superintendent.
 - a. Items available through Access SecurePak have been pre-approved and are listed in their catalog.
 - 1) CDs are limited to 5 per month.
 - 2) Each order has a \$10.00 minimum order with a \$4.00 shipping fee.
 3. Prepaid vendor packages will include merchandise ordered by the offender, prepaid from his/her facility trust account and approved by the Superintendent/designee.

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- a. Offenders may use DOC 21-626 Offender Generic Order when ordering merchandise.
 4. Newly admitted offenders will not receive packages while assigned to any Reception Diagnostic Center.
 5. Offenders in Intensive Management Unit/Segregation or Secured Housing will not receive monthly packages, except as provided in DOC 320.255 IMU/ITU/Segregation/Mental Health Segregation Operations and DOC 320.260 Secured Housing Units in Stand Alone Minimum Security Facilities.
 - B. In addition to the monthly package, an offender may also receive one holiday package of food items through Access SecurePak.
 1. Holiday packages may only be ordered between October 15 and December 31.
 2. Packages will not exceed 20 pounds in weight.
 - C. A replacement package may be sent during the same month for a damaged package returned to the sender by the offender.
 - D. If a package contains contraband subject to criminal prosecution, the entire package will be secured as evidence and turned over to the facility Intelligence and Investigations Office as soon as possible for submission to the appropriate law enforcement agency.
 - E. Packages containing contraband not subject to criminal prosecution will have the contraband removed and rejected. The remainder of the package will be delivered to the offender.
 1. Items purchased by another offender or another offender's family/friend will be rejected as contraband.
 2. Contraband items will be disposed of per DOC 420.375 Contraband and Evidence Handling.
 3. Each facility will establish an inventory log, identifying contraband items and the manner of disposal.
- III. Outgoing Packages
- A. Offenders may mail packages containing materials sent to them or gifts consisting of their own hobby craft or curio work. These packages must be mailed at the offender's expense.

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IV. [4-4496] Forwarding Packages

- A. Packages delivered via the United States Postal Service (USPS) for offenders who have been transferred or released will be forwarded for a period of 90 days, via USPS, if the facility has a forwarding address.
- B. Packages delivered via United Parcel Service (UPS) for offenders who have been transferred or released will be returned to sender, via UPS, as this delivery method does not allow forwarding. If offenders are aware of pending UPS package delivery at the time of their transfer to another facility or release to the community, they may notify the property and/or mail room as appropriate and make financial arrangements to have the package forwarded.
- C. If the package has been opened, it will be forwarded at facility expense.
- D. If the facility does not have a forwarding address or the 90 day period has expired, the package will be returned to the sender.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

- [DOC 20-069 Package Receipt](#)
- [DOC 21-626 Offender Generic Order](#)