



# WORK/TRAINING RELEASE MAIL REJECTION NOTICE

INCOMING  OUTGOING

From (name and address):	Name:	Rejection #:
	DOC #:	Date:
	Facility:	Unit:
To (name only):		

**MAIL TO/FROM INCARCERATED INDIVIDUALS WILL NOT BE ALLOWED FOR ANY OF THE FOLLOWING REASONS:**

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Not specifically authorized by DOC 450.110 Mail for Individuals in Work/ Training Release or other Department policy, and/or local facility rules.</li> <li><input type="checkbox"/> Attempts to establish contact with a person or guardian who has requested not to be contacted by the individual, when the individual is aware or should be aware of the request.</li> <li><input type="checkbox"/> Violates sentencing conditions and/or court order or otherwise attempts to establish prohibited contact between the sender and recipient.</li> <li><input type="checkbox"/> Contains an unknown substance(s) or contraband, or relates to sending contraband into or out of the facility.</li> <li><input type="checkbox"/> Contains items written or drawn in crayon or gel pen, or contains or has been treated with perfume, glitter, and/or other items that could be easily misidentified.</li> <li><input type="checkbox"/> Contains escape plans and/or other information related to escape.</li> <li><input type="checkbox"/> Provides technical/detailed information on security systems, equipment, and practices used in the correctional field.</li> <li><input type="checkbox"/> Contains plans for activity that violates state/federal law, the Washington Administrative Code, Department policy, and/or local facility rules.</li> <li><input type="checkbox"/> Contains instructional and/or "how to" material for committing illegal activities.</li> <li><input type="checkbox"/> Depicts or describes the procedures for constructing or using weapons, ammunition, bombs, and/ or other destructive devices, or includes life sized photograph(s)/graphic illustration(s) of these items.</li> <li><input type="checkbox"/> Provides instructions on martial arts, fighting/self-defense techniques, and/or how to disable/disarm others.</li> <li><input type="checkbox"/> Appears to be in code.</li> <li><input type="checkbox"/> Contains content in multiple languages.</li> <li><input type="checkbox"/> Contains written/graphic information on security equipment/operations or facility blueprints/diagrams.</li> <li><input type="checkbox"/> Contains detailed maps/charts of Washington, Oregon, Idaho, and/or British Columbia.</li> <li><input type="checkbox"/> Contains information that could create a risk of physical harm to any person if the communication were allowed.</li> <li><input type="checkbox"/> Contains sexually explicit material as defined in the Department Policy Glossary and/or references sexually explicit behavior. May include altered images, strategically placed graphics, or airbrushing. Sexually explicit behavior must be the predominant theme when rejecting written and/or audio based publications or letters.</li> <li><input type="checkbox"/> The publication(s) is not in English, with the exception of authorized religious books. May include dictionaries or glossaries translating words from the language to English.</li> <li><input type="checkbox"/> Advocates violence against others and/or the overthrow of authority.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Advocates that a protected class or group of individuals is inferior and/or makes such class/group the object of ridicule and/or scorn, and may reasonably be thought to precipitate a violent confrontation between the recipient and a member(s) of the target group.</li> <li><input type="checkbox"/> Contains publications or documents, other than legal mail sent from a legal entity/agency, that have been altered (e.g., pages torn/removed, extraneous markings).</li> <li><input type="checkbox"/> Purports to be legal/special mail, but upon inspection is determined to be general correspondence.</li> <li><input type="checkbox"/> Contains cash or personal check(s).</li> <li><input type="checkbox"/> Contains markings of gang symbols or symbols of other unauthorized groups that may reasonably be thought to precipitate violence.</li> <li><input type="checkbox"/> Contains multiple or similar copies/photocopies of the same photograph, document, and/or publication/subscription, in whole or part.</li> <li><input type="checkbox"/> Contains correspondence, information, or other items relating to another incarcerated individual(s) without prior approval from the Community Corrections Supervisor (CCS)/designee, or attempts or conveys unauthorized correspondence between incarcerated individuals.</li> <li><input type="checkbox"/> Contains a blank greeting card or postcard.</li> <li><input type="checkbox"/> Contains a photograph, card, poster, and/or calendar that is padded, laminated/layered, musical, and/or exceeds storage limits.</li> <li><input type="checkbox"/> Contains an unauthorized cassette tape(s) and/or CD(s), including public disclosure CDs, unless authorized by the CCS/designee.</li> <li><input type="checkbox"/> Contains clipping(s)/copies of copyrighted material.</li> <li><input type="checkbox"/> Contains or attempts to obtain an item(s) not approved and paid for in advance through facility designated channels.</li> <li><input type="checkbox"/> Solicits money or anything of value from anyone other than the individual's immediate family member without prior approval from the CCS/designee. This does not prohibit authorized purchases through approved vendors.</li> <li><input type="checkbox"/> Requests/directs another person to provide money or anything of value to a third party without prior approval from the CCS/designee.</li> <li><input type="checkbox"/> Contains a metal and/or inflexible binder.</li> <li><input type="checkbox"/> Contains any display of drugs/alcohol or related paraphernalia, weapons, graphics or paraphernalia associated with any Security Threat Group, or unlawful activity.</li> <li><input type="checkbox"/> Contains sweepstakes, contests, lottery tickets, or other mailings soliciting or offering games of chance. Publications that contain a sweepstakes or contest entry will not be restricted. Individuals are not authorized to enter sweepstakes or contests of any kind.</li> <li><input type="checkbox"/> Other:</li> </ul> |
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**The individual is responsible for making arrangements to return the item(s) or provide disposal instructions.** If the individual is without funds, refuses to pay the required postage, or refuses to designate an individual to receive the property, the item(s) will be donated to a charitable organization or destroyed per WAC 137-36.

Requests to appeal the mail rejection decision may be submitted in writing to the CCS/designee within 10 days of the initial decision. **The CCS will automatically review rejected outgoing correspondence.** Requests to appeal the CCS/designee's decision may be submitted in writing to the Work/Training Release Administrator within 10 days of the decision. Individuals will notify their case manager of the appeal to ensure the rejected item(s) is secured until the appeal process is completed.

Reviewing employee/contract staff	Comments/reasons for rejection	Signature	Date
CCS/designee	Comments	Signature	Date
Work/Training Release Administrator	Comments	Signature	Date

**The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.**