



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
WORK RELEASE
OFFENDER MANUAL

REVISION DATE
11/21/15

PAGE NUMBER
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NUMBER
DOC 450.110

POLICY

TITLE
MAIL FOR WORK RELEASE OFFENDERS

REVIEW/REVISION HISTORY:

Effective: 3/2/04
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 Revised: 4/8/08
 Revised: 1/23/09
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 Revised: 3/26/12
 Revised: 10/20/14
 Revised: 11/21/15

SUMMARY OF REVISION/REVIEW:

Added III.C. on mail restrictions between individuals with a substantiated allegation of staff sexual misconduct and offenders


APPROVED:

Signature on file

DAN PACHOLKE, Secretary
 Department of Corrections

11/13/15

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [ACA 6A-01](#); [ACA 6A-06](#); [ACA 6A-07](#); [ACA 6A-08](#); [ACA 6A-09](#); [DOC 200.000 Trust Accounts for Offenders](#); [DOC 450.050 Prohibited Contact](#); [DOC 450.100 Mail for Prison Offenders](#)

POLICY:

- I. The Department has established procedures governing mail services for Work Release offenders. Regulations concerning offender correspondence will be available to employees, contract staff, offenders, and offenders' correspondents. [6A-07]

DIRECTIVE: [6A-07]

- I. Inspection
 - A. Offenders will not handle or possess other offenders' mail.
 - B. [6A-08] Offenders' incoming and outgoing mail may be opened and inspected for contraband. Mail may be read or rejected based on legitimate facility interests of order and security. The offender will be notified when incoming mail is returned or outgoing mail is withheld.
 - C. Offenders may be permitted uncensored correspondence if it poses no threat to the safety and security of the facility, public officials, or the general public and is not being used for illegal activities.
 - D. If money is included within the mail, it will be removed and handled according to facility rules established by the Community Corrections Supervisor (CCS).
 - E. Packages will be opened by the offender in the presence of designated employees or contract staff to prevent the introduction of contraband.
- II. Offender to Offender Correspondence
 - A. Correspondence between offenders confined in any correctional facility will only be allowed when authorized by both Superintendents/CCSs/facility administrators/designees. The offenders must meet at least one of the following requirements:
 - a. Are members of the same immediate family,
 - b. Have a child together, as proven through a birth certificate and only if both offenders still have parental rights, and/or

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c. Are co-parties in an active legal case, or one offender is providing a witness statement in the other offender's active legal case.

B. The requesting offender will complete and submit DOC 21-746 Request for Offender to Offender Correspondence Approval to his/her Community Corrections Officer (CCO) with any pertinent supporting documentation.

1. The CCO will verify that the request meets policy requirements and forward the request with any supporting documentation to the CCS for a final decision.

C. If an offender has been approved to correspond with a Washington State Prison offender, the approval, documentation, and correspondence will be handled per DOC 450.100 Mail for Prison Offenders.

D. The approval may be revoked at any time by either Superintendent/CCS/facility administrator.

III. Unauthorized Incoming Mail

A. Mail will not be allowed if it contains:

1. Threats of physical harm against any person or any other threats of criminal activity,
2. Sexually explicit materials, and/or
3. Any type of contraband.


B. The offender will be notified on DOC 05-826 Mail Rejection Notice - Work Release if any portion of his/her mail is restricted.

C. Substantiated allegations of staff sexual misconduct will result in mail, including eMessaging, restrictions between the employee/contract staff/volunteer and offenders per DOC 450.050 Prohibited Contact.

IV. Legal Mail

A. [6A-01] Incoming legal mail to offenders will be opened in the presence of employees or contract staff. Employees/contract staff will be authorized to inspect the contents to ensure they:

1. Do not contain contraband or any other material that would threaten facility security or order, and
2. Meet the definition of legal mail. Offenders will be responsible for informing their legal correspondents of the requirements for legal mail.

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V. Outgoing Mail

- A. Offenders will be responsible for the postage costs of their outgoing mail.
- B. Offenders may be provided Community Services Revolving Fund (CSRF) loans per DOC 200.000 Trust Accounts for Offenders to assist in managing their transition back into the community, which includes assuming responsibility for postage costs for outgoing mail. [6A-06]

VI. [6A-09] Forwarding Mail

- A. Offenders will be responsible for informing their correspondents of any change of address.
- B. Offenders will provide the facility with their forwarding address.
 - 1. Facilities will forward first class mail for a period of 90 days, if a forwarding address is available.
 - a. If the mail is unopened, the new address will be noted on the envelope and returned to the United States Postal Service (USPS) for forwarding. State funds will not be used to forward unopened mail.
 - b. Opened mail will be placed in an envelope and mailed to the new address at the facility's expense.
 - 2. Periodicals may be forwarded via Address Change Service (ACS) per USPS regulations.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Immediate Family, Legal Mail, Mail, Sexually Explicit Materials. Other words/terms appearing in this policy may also be defined in the glossary section.

ATTACHMENTS:

None

DOC FORMS:

[DOC 05-826 Mail Rejection Notice - Work Release](#)

[DOC 21-746 Request for Offender to Offender Correspondence Approval](#)