

# MAIL REJECTION PROCESS

## Rejected Incoming Mail/Electronic Messages

1. DOC 05-525 Rejection Notice, or an equivalent automated notice through the electronic message provider, will be sent to the sender and incarcerated individual within 2 business days of the mail being rejected
  - a) Notices will include the name and address of the sender/recipient, and the detailed reason(s) for the rejection

## Appeals

1. Rejected incoming mail/electronic messages may be appealed by the incarcerated individual or sender to the Superintendent/designee by submitting a written request to the mailroom
  - a) Appeals must be received by the mailroom within 10 business days from the date of the rejection
2. The Superintendent/designee will review the appeal within 10 business days of receipt and either uphold the rejection or allow delivery
  - a) If the rejection is overturned, the Superintendent/designee will notify the individual/sender within 2 business days of the decision using the initial rejection notice or an equivalent notice through the electronic messaging system
    - 1) Mailroom employees will deliver the material within 5 business days from the date of the decision.
  - b) If the rejection is upheld, the Superintendent/designee will notify the individual/sender within 2 business days of the decision using the initial rejection notice or an equivalent notice through the electronic messaging system.
  - c) The Superintendent/designee's decision may be appealed by the individual/sender by submitting a written request to the mailroom within 10 business days from the date of the Superintendent/designee's decision
    - 1) Appeals will be forwarded by mailroom employees to the Headquarters Correctional Manager for review and final decision
    - 2) Appeals sent directly to the Headquarters Correctional Manager by the individual/sender will not be processed
3. The Headquarters Correctional Manager will review the Superintendent/designee decision within 20 business days of receipt and make a final decision.
  - a) The final decision will, if necessary, include rationale that serves as the basis for the rejection
  - b) If the rejection is overturned, the individual/sender will be notified within 2 business days of the decision using the initial rejection notice or an equivalent notice through the electronic messaging system

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- 1) Mailroom employees will deliver the allowed material within 5 business days of the date of the decision
- c) If the rejection is upheld, the mailroom will notify the individual/sender within 10 business days of the final decision using the initial rejection notice or an equivalent notice through the electronic messaging system
4. Individuals will be responsible for arranging disposal for unauthorized incoming mail within 30 days of the final decision
  - a) The rejected material will be disposed of if arrangements are not made by the individual
  - b) If the individual does not request rejected funds to be sent back to the original sender, the funds will be deposited into the Betterment Fund
  - c) Exceptions may be made for incoming mail to be held for a lawsuit/tort claim if the individual submits a written request to the Mailroom Sergeant within the 30 days
    - 1) An extension up to 90 days may be allowed for the individual to provide proof that a lawsuit/tort claim has been filed and must be submitted to the Mailroom Sergeant, who will notify the facility Legal Liaison Officer (LLO) of the pending lawsuit/tort claim
    - 2) Once proof has been provided, the mail will be held until the lawsuit/tort claim has been resolved in the courts or by the Office of Enterprise Services Tort Claims Division

### **Outgoing Mail/Electronic Messages**

1. Rejected outgoing mail/electronic messages do not require an appeal request and are automatically reviewed by the Superintendent/designee within 10 business days from the date of the rejection
  - a) If the rejection is overturned, mailroom employees will forward the rejected material to the intended recipient within 5 business days
  - b) If upheld, the rejected material will be automatically reviewed by the Headquarters Correctional Manager within 20 business days for mail and 30 business days for electronic messages
    - 1) If the rejection is upheld by the Headquarters Correctional Manager, the facility will retain the mail in a separate file for 2 years, then destroyed
      - (a) Rejected mail will not be returned to the individual per RCW 72.02.260
      - (b) Exceptions may be made by the Headquarters Correctional Manager

## **MAIL REJECTION PROCESS**

### **Incoming and Outgoing Tax-Related Correspondence**

1. Tax-related correspondence will be screened by mailroom employees and forwarded to the Internal Revenue Service (IRS) for review per IRS Blue Bag Program procedures
  - a) Mailroom employees will provide the individual written notice for the intercepted mail using DOC 05-525 Rejection Notice
2. Appeal responses will be subject to IRS timeframes and outcome responses will be provided to the individual per directions from the IRS
3. Reviewed mail returned to the facility by the IRS will be distributed to the individual