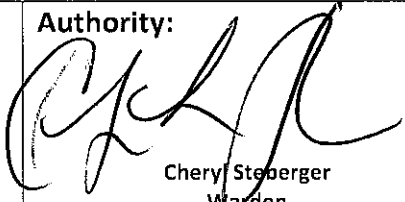


**PRISON POLICY STATEMENT
COUNTY OF LANCASTER, PENNSYLVANIA**

Policy Subject: <p align="center">INMATE MAIL</p>		Policy Number: <p align="center">A-15</p>
Date of Issue/Revision: March 2008 Revised: 4/1/14-Clerical Function 9/27/17-remove entire envelope/delivery process change 10/1/18-no longer directly accepting greeting cards	Authority:  Cheryl Steeberger Warden	Effective Date: April 1, 2014 Revised changes October 1, 2018
Solicitor Approval: N/A	Title 37 Reference: 95.234	Distribute by: Notification to blocks for inmates, Website for family and friends, Line-up and email announcements for staff.

I. Authority

The authority of the Warden to direct the operation of Lancaster County Prison as established in Chapter 95 of Title 37 of the Pennsylvania Code as amended. Inmate Mail Privileges are contained in Sec. 95.234.

II. Policy

It is the policy of Lancaster County Prison to allow inmates access to communication with members of society through the United States Postal Service. It is also policy to inspect mail to ensure there is no contraband of any kind contained within. The sending and receipt of mail shall be restricted or prohibited for valid penological reasons such as introduction of contraband, threats to security or to the public, or when requested by intended recipients. This is a public policy and may be released to public upon request.

III. Definitions

Contraband is defined as any item that an inmate is prohibited from possessing or an item that an inmate is permitted to possess but which has been altered or is being used for something other than its intended purpose. All restrictions shall be related directly to facility order, security, public safety, and obscenity laws and statutes as will be outlined in the procedures section.

Nudity is defined for the purpose of this policy as showing of any unclothed specific area of the human body such as male or female genitals and/or pubic area and female nipple.

Pornography is defined for the purpose of this policy as any sexual narrative or graphic images

Security Issues are defined for the purpose of this policy as any written narratives/language and or visual/graphic representations/images containing any of the following content shall be denied:

- Information regarding the manufacture of explosives, incendiaries, weapons, escape devices or other contraband
- Instruction regarding the ingredients or manufacture of poisons, drugs, or intoxicating beverages
- Writings which advocate violence, insurrection, or guerrilla warfare against the government or any of its facilities or which creates a danger within the context of the correctional facility
- Writings that advocate, assist or are evidence of criminal activity or facility misconduct

- Racially inflammatory material or material that could cause a threat to the inmates, staff, and/or the security of the facility.
- Maps, road atlas, etc. that depict geographic region (except for local bus route information)

IV. Rules Governing Inmate Mail

1. All incoming inmate mail will be opened and inspected for contraband and compliance with mail policies. If legal contraband is found the letter will be resealed by the mail clerk and stamped 'Return to Sender, Unauthorized Content". A Contraband Form will be enclosed to notify the sender why the mail was rejected. The inmate will also be notified and information will be documented in the Unified Case Management System. (UCM)
2. If illegal contraband (drugs, suspected drugs) is found, the letter will be bagged immediately and turned over to the Investigator for processing.
3. An inmate is permitted to correspond with the public, his/her attorney and public officials.
4. An inmate is not permitted to correspond with another inmate of this facility.
5. An inmate may correspond with an inmate at another correctional facility if the communication is pre-authorized by the Wardens (or designee) of both facilities. The two inmates must be immediate family members. (Only Parent, sibling or child)
6. There is no limit to the number of correspondence being sent or received but all incoming mail must have a return address or it will be refused and sent back to the United States Postal Service/Dead Letter Office.
7. Mail Room staff will not read incoming correspondence but will scan for inappropriate content.
8. Inmates may not receive correspondence containing threatening or obscene materials, as well as correspondence containing criminal solicitations or furthering a criminal plan or misconduct offense; or that may pose a threat to the security of the institution as defined in this policy under Security Issues.
9. Inmates may not receive any written or photographic material which contains nudity or pornography as defined in this policy. This includes handwritten personal letters/narratives.
10. Inmates may not receive correspondence with any prohibited party directed through a third party.
11. Inmates may not receive greeting cards of any kind directly from family/friends. Cards may be sent by family/friends creating an account through pigeonly.com website.
12. Inmates may not receive correspondence or homemade artwork that has any item affixed to it with glue or any other type of adhesives, including tape. Crayon is not permitted. Correspondence must be on paper intended for writing.
13. Polaroid photographs are not permitted.
14. Only 5 photographs allowed. They may not exceed 5"x7". Digital photo collages are accepted and will count as one photo, but may not be any larger than 5"x7".
15. No cash or personal checks are permitted. Money orders only, which will be removed and forwarded to Inmate Accounts for deposit. A receipt will be placed in the envelope to inform inmate of the deposit. Letters containing contraband will have money orders removed and processed prior to returning letter to sender.
16. No stamped envelopes, postage stamps or blank paper is permitted.
17. No photocopies of a publication or clippings from a publication. (Publisher's Rule)
18. No correspondence with perfume, lipstick or any type of dried liquid, or what appears to be dried liquid.
19. No gang related information including drawings, codes, history, knowledge, manifest, or personal pictures where a subject is displaying what may be a gang sign.

20. All mail must come through the United States Postal Service. No mail is permitted to be dropped off at the facility.
21. The facility will not accept bulk mailings, advertisements, solicitations, or catalogs addressed to inmates, they will be discarded.
22. Any mail received for an inmate that has been released will be stamped indicating the inmate has been released from this facility and will be returned to sender.
23. Any mail sent out of the facility by an inmate that is then returned to sender and the sender has been released, will be held for 10 calendar days, then destroyed.
24. All mail will be processed within 24 hours of receipt when possible, excluding weekends, holidays, or County closures.

V. Procedures

1. Mail is delivered to CCII Lobby by the United States Postal Service (USPS)
2. Mail is immediately bagged by the Lobby Officer and placed inside the Business Office stairwell.
3. K-9 will scent search incoming mail after the close of business with the office staff has vacated the area to eliminate any mass exposure to dangerous substances.
4. The following day the Corrections Mail Clerk (Clerk) will sort all mail into one of these categories:

Business Mail: Prison business mail will be distributed into staff/department mailboxes. No personal mail for staff should be sent to the prison's address. All mail for inmates from a religious institution/vendor will be considered Business Mail and processed through the Chaplain's Office.

Legal Mail: Legal Mail consists of any correspondence from an attorney's office or mail from another County Department (Probation, Public Defenders, Clerk of Courts, District Justice, etc.) It will be logged into UCM and a Legal Mail Tracking Form will be generated according to housing area. Each piece of mail will have housing information placed on the envelope. Legal Mail packets are then prepared for distribution and the inmate must sign the tracking form. Legal mail is not opened by the Clerk, it is opened by the inmate in front of a staff member when the signature is obtained. The inmate will be allowed to copy return address information and the envelope will be returned to the business office for destruction. Completed tracking logs will be kept in the mail office and scanned on a monthly basis. Any legal mail for a released inmate will be returned to sender stamped "inmate released". Any legal mail for an inmate at another location (OL) will be held by the mail clerk and reviewed daily to see if the inmate has returned to this institution. If the inmate is OL for longer than 2 weeks, the mail will be returned to sender.

Surveillance: The Clerk maintains a confidential list of inmates whose mail is under surveillance by law enforcement officials for investigative purposes. All mail for inmates on this list will be digitally scanned and emailed to the investigating officer as requested. The mail is then delivered to the inmate. This applies to all incoming/outgoing/returned mail.

General Inmate Mail: All general inmate mail is sorted with housing area and cell number written on the envelope. If the inmate is currently housed in the prison the envelope will be opened and checked for contraband.

Once mail is cleared, the Clerk will deliver the mail to the housing areas. Inmates on Second and Third Floors will be given time to write down the sender's name and return address information. Envelopes will be taken and kept by the Clerk and the contents will be kept by the inmate. Envelopes will be returned to the Business Office for destruction. Inmates on

Ground Floor and Main Floor will be given a receipt with their mail (no envelope to view) that contains information on the return address, number of photos, if a money order was enclosed or any other pertinent information. If there is artwork on the envelope the mail clerk may make a copy of the envelope and give it to the inmate. All original envelopes will be destroyed.

- i. Any mail containing legal contraband is to be re-sealed, stamped with "Unauthorized Contents" and returned to sender. Returned mail is documented on UCM for tracking. Prior to re-sealing/return a "Contraband Form" is placed in the envelope so the sender is notified as to why the correspondence was returned
- ii. All Unauthorized mail should have postal bar code completely crossed off the front and back of the envelope to ensure the mail gets directed to the return address.
- iii. All Unauthorized mail is then placed in an inter-office envelope, marked "return mail" and placed in the box for courier pick-up. The courier then delivers it to the County Mail Room for processing and return through the USPS.
- iv. All general mail for inmates housed at a different location (OL) will be held and reviewed on a daily basis to check if they have returned to this facility. Once in-house the inmate will receive the mail as per policy.
- v. Released Mail: All Legal and general mail that is received for inmates who have already been released will remain unopened and will be stamped with "inmate released." This mail is then returned to sender. Any mail for a released inmate on the surveillance list should be opened, scanned to the investigator and returned to sender.
- vi. Any Money Orders included in inmate mail will be removed. The Mail Clerk will document and forward to Inmate Accounts to be deposited. A receipt slip is placed in the envelope notifying inmate of money order, sender's name and amount.

4. All requests to the Mail Clerks will be answered within one (1) business day when possible.

VI. SUSPENSION DURING AN EMERGENCY

In an emergency or extended disruption of normal operations, the Warden or the Warden's designee may suspend any section of this policy for a specific period of time.