

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 04-03	Effective Date: 08/11/04	Revision Date: 09/11/17
Subject: Resident Mail		

I. Policy Statement

Juveniles in Division facilities/programs shall have the right to communicate through written correspondence with members of their family, legal counsel, and other persons and organizations, subject to the limitations necessary to maintain order and security of the facility or program.

II. Rationale

To provide an opportunity for juveniles to maintain a relationship with family members and other supportive persons and organizations, and to allow for legally required communication.

III. Definitions

“Contraband” items are those for which possession by a juvenile is either illegal by federal or state law or prohibited by Division policy 05-10 or a Division facility/program operations manual.

“Correspondence” is any mail or written communication to or from juveniles, including letters, postcards, and greeting cards.

“Parcel” is a package that contains more than written correspondence.

“Privileged mail” is between the juvenile and their attorney, or a judge.

IV. Procedures

A. Outgoing Mail

1. Juveniles shall be permitted to send letters subject to the limitations necessary to maintain order and security of the facility or program.
2. There is not a limit to the volume of mail a juvenile may send, as long as it does not interfere with facility security, programming and/or treatment needs of juveniles. The need to limit outgoing mail shall be documented by the Assistant Program Director (APD).
3. All outgoing correspondence shall be clearly addressed. There shall not be any drawings, symbols or words on the outside of the envelope that interfere with facility security, programming and/or treatment needs of juveniles.

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B. Incoming Mail

1. During the juvenile's stay at a Division facility/program, they will not be allowed to subscribe to magazines, record clubs, book clubs or other organizations.
2. Incoming correspondence shall be clearly addressed. Any incoming correspondence with drawings, symbols or words on the outside of the envelope that interfere with facility security, programming and/or treatment needs of juveniles will be returned to the post office. The exterior of the envelope shall not contain any ink stamps, stickers or be discolored.
3. Mail without a return address will be returned to the post office.
4. Juveniles will be verbally notified when mail is returned to the post office. Returned correspondence will be documented by the facility/program APD or their designee. Documentation will include the names of the sender, intended receiver, and the reason returned.
5. The number of letters a juvenile may have in their individual room may be restricted for safety and security reasons. Juveniles shall be advised of these restrictions.
6. Staff shall hand out mail daily, except on Sundays and holidays.
7. Any mail determined to be inappropriate will not be delivered to the juvenile, but held for five (5) business days pending a grievance. If no grievance is filed in five (5) business days, the mail will be returned to the post office.
 - a. The juvenile must be given notice the material has been received and will be returned to the post office in five (5) business days, unless a grievance is filed prior to that time.
 - b. The regular grievance procedure will be followed in accordance with Division policy 04-08 for this purpose.
8. Any correspondence not allowed in a juvenile's room shall be held with other personal items for safekeeping, and returned upon release from the facility.
9. Incoming mail shall be opened by the staff in front of the juvenile and shaken out to check for contraband. Staff shall visually scan mail for overtly inappropriate text or drawings, hate, gang or drug speech, or threats to the facility, a known person, or ongoing criminal activity. If any of these elements

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are discovered, the letter and its contents shall be given to the appropriate supervisor for further action.

10. Parcels will be opened by the staff in front of the juvenile. The contents shall be inventoried and documented according to the facility/program operations manual. Items not allowed in a juvenile's room shall be held with other personal items for safekeeping, and returned upon release.

C. Reading Incoming or Outgoing Mail

1. Mail may be read by the facility/program supervisor or APD if contraband, overtly inappropriate text or drawings, hate, gang or drug speech, or threats to the facility, a known person, or ongoing criminal activity are discovered.
2. Staff shall not read a juvenile's incoming or outgoing mail at the time it is received, or at any time thereafter.
3. Juveniles must be notified at the time of admission to the facility, as a routine part of the orientation process, that under specific circumstances (excluding legal correspondence) the facility/program supervisor or APD may read the mail.
4. In cases where there is documentation to justify reading a juvenile's mail, the juvenile must be notified and the mail is to be referred to the facility/program supervisor or APD to be opened.
5. The facility/program supervisor or APD must document any mail that is read and clearly outline the rationale.

- D.** Juveniles are not allowed to send or receive mail from residents or inmates in prisons or other correctional settings, with the exception of parent, legal guardian, siblings or others as approved by APD or designee. Correspondence arriving from other juveniles in Division custody, and/or other correctional facilities, will be returned unopened to the post office and the juvenile will be notified.

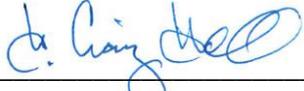
V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

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This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



H. Craig Hall, Chair
Board of Juvenile Justice Services

09-11-17

Signature Date



Susan Burke, Director
Division of Juvenile Justice Services

09-11-17

Signature Date