

Mail Privileges

A. The following mail privileges are in effect:

B. If you wish to receive mail or send mail, you must give the Warden or his designee the authorization to open and inspect your mail. This will be asked of you at the time of commitment. If you agree with the facility's request you may send and receive as much mail as you desire, except where there is convincing evidence to justify the limitation for reasons of public safety, or facility order and security.

C. The facility reserves the right in accordance with the federal case law to limit the volume of publications received by the facility due to storage limits, reduction of fire hazards, preserving sanitary conditions, and limiting opportunities for the introduction and hiding of contraband. Limitations will be related to legitimate penological interests.

D. The facility does not distribute sexually explicit materials to inmates in compliance with 18 Pa. C.S.A. 5903. Explicit Sexual Material- Pursuant to 18 Pa. C.S. A. §5903 explicit materials include: any book, pamphlet, Magazine, printed matter however reproduced, which contains any picture, photograph, drawing or similar visual representation or image of a person or portion of the human body which depicts nudity, sexual conduct, or sadomasochistic abuse and which is harmful to minors. Explicit sexual materials also includes that which contains detailed verbal descriptions or narrative accounts of sexual excitement, sexual conduct or sadomasochistic abuse and which, taken as a whole is harmful to minors.

E. An inmate is permitted to have only two (2) books, two (2) magazine and two (2) newspapers in their cell at one time. This includes subscriptions. Legal books not included.

F. All books and magazines must be prior approved and mailed from any of the two approved vendors. Barnes & Noble, Books a Million and Amazon.com. You must fill out a request slip for prior approval and take it to the library on your scheduled day. You must bring any books or magazines to the library for discard (in excess of the permitted items) before approval can be granted by the Librarian. All items must be mailed directly from any of the approved (3) vendors. Third party sellers are not accepted and will be returned. The subscription/ books/magazines must be initiated and paid for by a friend or family member. This facility will not initiate or pay the subscription from the inmate account.

G. Inmates must receive newspapers through the mail from the publisher. The subscription must be initiated and paid for by a friend or family member. This facility will not initiate or pay the subscription from the inmate account.

H. Mailroom staff reserve the right to accept or discard books, magazines or booklets that are not permitted bound by the publisher, as well as material that has been photocopied, scanned, duplicated or retrieved from the internet. If accepted, such materials will be limited to three pages and its acceptability based on legitimate penological interests.

I. If a determination is made to withhold any such material, the inmate will be advised in writing as to the reason (s) the material was withheld. If any material is withheld, the inmate may appeal the

decision by using the grievance procedure. If the material is disapproved it shall be returned to the sender or retained along with records of the decision.

J. The facility does not accept bulk mail.

(1) Bulk mail is defined as advertising materials, catalogs, and flyers mailed at less than first or second class mail rates.

(2) Inmates may however, prepay the postage on catalogs and other materials and have them mailed first or second class mail.

K. Correspondence between inmates housed within this facility, or inmates housed in other institutions is prohibited, an inmate may not also correspond with former inmates, parolees, probationers, victims without written approval of the Warden or his designee.

L. Inmates are prohibited from receiving battery-operated greeting cards.

M. Inmates are prohibited from sending or receiving "bill me later" or free gift transactions.

N. Writing paper, postage and envelopes must be purchased from the commissary.

O. Mail and packages to and from inmates shall not be held for more than 24 hours before delivery, excluding weekends and holidays. Incoming mail is opened, examined for contraband, and must include a return address.

P. A Correctional Facility employee will open and examine for contraband all incoming "Legal Mail" in the presence of the addressee.

Q. The return address on all incoming mail which is to be treated as "Legal Mail" must make the source of the mail clearly identifiable as an elected or appointed Federal, State, Local Official, or as a Lawyer.

R. If the return address does not make the source of the mail immediately identifiable as an elected or appointed Federal, State, Local Official, or as a Lawyer, then the mail will not be opened in the presence of the inmate. All incoming mail must include a legible return name and address. All incoming mail not including a return name and address will be considered as undeliverable mail and will be returned to the United States post office.

S. All new admissions without funds are eligible, by request slip, to receive one postage paid envelope during commissary.

T. Forms for Return Receipt and Certified Mail are available with appropriate postage purchased through the Library.

U. A postal scale and a list showing the postage rates for oversized legal mail is available for use by inmates in the library.

V. Oversized legal mail and certified/return receipt mail will be sent out through Library Services.

W You must personally bring your oversized legal mail or certified mail with you during your scheduled recreation or law library periods.

X. Library staff will weigh your item and inform you of the postage required.

Y. You must then purchase required stamps from the commissary. It is your responsibility to post the correct amount on your mail and place in box to be mailed.

Z. If your mail weighs more than 13 ounces it is required by the Post Office that the mail be put through the Facility's postal machine and you will be charged accordingly.

AA. Legal mail for indigent inmates will be sent via First Class Mail.

BB. Any request to mail oversized personal mail (non-legal) must:

1. Submit a request slip to Laundry Supervisor.
2. The Laundry Supervisor in charge will contact you once your request is approved. You must provide approval for postage to be deducted from your account via signed request slip.
3. All approved oversized mail will be forwarded to the clothing room and weighed for postage and then delivered to our mail room.
4. The proper postage cost will be deducted from your account.

CC. Outgoing mail must have your full name, Pod, Section, Cell and Facility

Address, ex.: NAME (LAST, FIRST)

MONTGOMERY COUNTY

CORRECTIONAL FACILITY

60 EAGLEVILLE ROAD

EAGLEVILLE, PA 19403-1400

1. Inmates are permitted to seal all outgoing mail. Outgoing mail must have nothing written or drawn on the outside of the envelope except return address and the receipted address.
2. Outgoing letters must be placed in the mailbox of Housing Section.
3. All outgoing letters are mailed.

4. All outgoing mail must be placed in the envelopes purchased from the Commissary, indicating the return address.

The following requirements must be met in order for your mail to be properly processed:

(1) Return address: Full name, booking number, Facility address.

(2) Proper mailing address of person being sent to.

(3) Must have money in inmate account to cover postage charges, unless it is a pre-stamped envelope.

(4) All Over Seas mail must be sent to the mail room to be weighed and proper postage assigned.

(5) Any mail received to have postage put on, and the inmate account does not have enough to cover the cost, the mail will be sent back to the inmate via the Inmate Services Department.

DD. This Facility will not accept mail that contains a bank order of blank checks and/or a blank check or checks that are not signed by the issuer and the amount of check filled out by the issuer. This Facility will also not accept bank books such as savings and withdrawal slips and or any bank transaction documents.

EE. The facility does not accept stamps and envelopes for inmates through the mail.

FF. The Institution reserves the right to retain and or return any mail which:

(1) The material contains instructions for the manufacturing of explosives, weapons, drugs or any other unlawful substance.

(2) The material advocates violence within the institution.

(3) The material is of a type which has demonstrably caused violence or other serious disruption of institutional security.

(4) The material advocates racial, religious, or national hatred in such a way so as to create a serious danger of violence in the institution.

(5) The material encourages sexual behavior which is criminal and/or in violation of institution rules or detrimental to rehabilitation.

(6) Maps, (United States, state, local, area maps, road atlas, internet maps).

GG. Such mail shall be referred to the Assistant Warden-Administration or designee for a decision. A written decision shall be forwarded to the inmate. If the material is disapproved it shall be returned to the sender or retained along with records of the decision.

HH. If the institution receives mail for any inmate contrary to these guidelines, the mail will be returned at the inmate's expense.

II. Polaroid pictures must have backs removed. If a Polaroid picture arrives without the back removed the entire package will be refused and returned to sender.