



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

GRETCHEN WHITMER
GOVERNOR

HEIDI E. WASHINGTON
DIRECTOR

DIRECTOR'S OFFICE MEMORANDUM 2021 - 28R

EFFECTIVE: Immediately

DATE: March 3, 2021

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Heidi E. Washington, Director

SUBJECT: PD 05.03.118 "Prisoner Mail"

SUPERSEDES DOM 2021-28 Incoming Mail (01/01/2021)

Due to an increase in contraband that has been coming into facilities from incoming prisoner mail, the Michigan Department of Corrections (MDOC) is implementing new ways of handling incoming mail and incoming legal mail. This DOM outlines the new processes staff shall follow when handling incoming mail. This DOM also addresses how mail sent to, and received from, the Office of Legislative Corrections Ombudsman, Disability Rights Michigan (DRM), and the Michigan Department of Civil Rights (MDCR) is handled.

INCOMING MAIL THAT DOES NOT REQUIRE SPECIAL HANDLING

Mail room staff shall continue to search incoming mail as set forth in PD 05.03.118 "Prisoner Mail." Any incoming mail that does not require special handling, including photographs, that staff determine a prisoner may receive shall be photocopied and the photocopies placed in an envelope purchased by the Prisoner Benefit Fund (PBF). After the mail has been photocopied, mail room staff shall ensure all of the pages are accounted for and each photocopied page is clear and legible. Prisoners shall notify staff immediately if the mail they received is not legible or they believe it to be incomplete. Staff shall then review the mail to confirm that the mail the prisoner received is clear, legible, and complete. Staff shall only photocopy the mail again if the mail is unclear, illegible, or incomplete. The front of the envelope the mail came in shall also be photocopied and placed in the envelope, so the prisoner has the return address of the sender. After the original mail and envelope has been photocopied, it shall be retained for 14 calendar days. After 14 calendar days, the original mail and original envelope shall be placed in a locked bin for shredding or immediately shredded by staff if the locked bin is unavailable. Original vital documents that are mailed to a facility shall not be shredded and shall be forwarded to the Records Office. Original photographs that are mailed to a prisoner may be returned to the sender at the prisoner's expense after they are photocopied. Funds shall not be loaned for this purpose. The prisoner shall notify mail room staff within 14 calendar days of receipt of the photograph if they want to return the original photograph to the sender. Since prisoners are only receiving photocopies of

incoming mail, mail room staff shall no longer reject mail that prevents an effective search as set forth in Paragraph OO of PD 05.03.118.

Prisoners are prohibited from receiving photo collages through the mail. Only one photo per page or attachment may be sent.

Mail room staff shall continue to process incoming publications (e.g., books, magazines, newspapers) in accordance with PD 05.03.118.

HANDLING MAIL TO AND FROM DRM AND MDCR

Mail sent to, and received from, DRM and MDCR shall be treated as legal mail. Outgoing mail to DRM and MDCR shall be handled as set forth in Paragraphs S and T of PD 05.03.118 "Prisoner Mail." Mail from DRM and MDCR shall receive special handling even if the prisoner did not request special handling.

SPECIAL HANDLING OF MAIL FROM THE OFFICE OF THE LEGISLATIVE CORRECTIONS OMBUDSMAN

Mail from the Office of the Legislative Corrections Ombudsman shall receive special handling even if the prisoner did not request special handling.