



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

GRETCHEN WHITMER
GOVERNOR

HEIDI E. WASHINGTON
DIRECTOR

DIRECTOR'S OFFICE MEMORANDUM 2020 - 33

EFFECTIVE: October 15, 2020

DATE: September 30, 2020

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Heidi E. Washington, Director

SUBJECT: Incoming Mail

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. This DOM outlines the new processes staff shall follow when handling incoming mail.

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.

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. The front of the envelope the mail came in shall also be photocopied, so the prisoner has the return address of the sender.

The photocopies shall then be placed in a reusable envelope that is marked with the prisoner's name, number, and cell number. Staff shall deliver the mail to the prisoner in the marked envelope and return the envelope back to the mail room for future use. Prisoners shall not be allowed to possess the reusable envelope. If there are health and safety concerns, the appropriate Assistant Deputy Director (ADD) may approve use of single-use envelopes purchased by the Prisoner Benefit Fund (PBF).

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 and legible and complete. Staff shall only photocopy the mail again if the mail is unclear or illegible or incomplete. The original mail 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. 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.

Mail room staff shall continue to process incoming mail for publications (e.g., books, magazines, newspapers) in accordance with PD 05.03.118. Incoming mail for correspondence courses shall continue to be processed as set forth in PD 05.02.119 “Correspondence Courses.”

Mail room staff shall complete all required training related to this DOM prior to the above effective date.