June 19, 2017

TO: WARDENS
   DIVISION DIRECTORS
   HEADS OF STATE AGENCIES
   ADMINISTRATIVE REGULATION MONITORS

CHANGE # 2
ADMINISTRATIVE REGULATION 448

INMATE MAIL

PURPOSE: To update the AR to ensure compliance with 18 U.S. Code § 1461, et seq.

CHANGES TO BE MADE:


Section V.G.3. Change paragraph from: If the appeal is denied, the inmate shall have the option of returning the mail to the sender at his/her own expense within thirty (30) days; or, the mail shall be destroyed at the end of the thirty (30) day period in accordance with AR 306.

To the following: If the appeal is denied, the mail should be treated as either contraband or evidence, as applicable, in accordance with AR 306.

Section VII. Forms, A. Replace Form 448, Notification of Rejected Mail dated October 20, 2008 with AR Form 448-A, Notification of Rejected Mail dated May 5, 2017.

File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate changes have been completed.

Advise all personnel in your organization of the change to this regulation.
NOTIFICATION OF REJECTED MAIL

From: Institutional Mail Room
Date: 

To: Inmate
Cell/Dorm: 

Correspondence From: 

Date received at this Institution: 

Is being returned to sender due to the following reason(s): 

The inmate has seventy-two (72) hours from the above date to appeal this return. State your reason(s) for appealing in writing below and return this form to the Warden / designee.

Inmate’s Signature 
AIS #

Appeal: Denied

Printed Name 
Authorized Signature 
Date returned to sender 

Appeal: Upheld

Printed Name 
Authorized Signature 
Date returned to sender 

ADOC Form 448-A – May 5, 2017