



KAY IVEY  
Governor

# State of Alabama Department of Corrections

Alabama Criminal Justice Center  
301 South Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130-1501  
(334) 353-3883



JEFFERSON S. DUNN  
COMMISSIONER

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:

**Reference:**

AR 448, *Inmate Mail*,  
dated October 20, 2008.

**Action Required:**

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.

  
Jefferson S. Dunn  
Commissioner

ALABAMA DEPARTMENT OF CORRECTIONS

**NOTIFICATION OF REJECTED MAIL**

From: \_\_\_\_\_ Date: \_\_\_\_\_  
Institutional Mail Room

To: Inmate \_\_\_\_\_ AIS #: \_\_\_\_\_  
Cell/Dorm: \_\_\_\_\_ Bed#: \_\_\_\_\_

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 #

\_\_\_\_\_  
Date

**Appeal: Denied**

**Appeal: Upheld**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date returned to sender

\_\_\_\_\_  
Date returned to sender