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August 3, 2023

**ADMINISTRATIVE REGULATION
NUMBER 448**

**OPR: MEN'S SERVICES AND
WOMEN'S SERVICES**

INMATE MAIL

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for inmate mail.

II. POLICY

It is the policy of the ADOC to allow inmates to receive and send written mail in accordance with U. S. Postal Service regulations and the guidelines set forth in this AR.

III. DEFINITIONS AND ACRONYMS

- A. **Contraband**: Any item that is not permitted by law or is either prohibited or not specifically authorized by ADOC or facility policy, including items not issued by the ADOC, not sold in the facility canteen, or not specifically authorized by the Warden/designee.
- B. **Correspondence**: Written communications to or from inmates (e.g., letters, post cards, greeting cards) delivered by a postal service.
- C. **Immediate Family**: For the purpose of this AR, mother, father, stepparents, foster parents, husband, wife, children, stepchildren, grandchildren, brother, sister, grandmother, grandfather, half-siblings, son-in-law, daughter-in-law, mother-in-law, and father-in-law, as documented in the institutional file of the inmate.
- D. **Internet Materials**: Downloaded copy from a web site.
- E. **Kiting**: Improperly sending or receiving mail with the contents of the mail addressed to be forwarded to a different party.

- F. **Legal Mail**: Letters to and from attorneys, courts, judges, clerks, and other officials of the courts and government agencies.
- G. **Mail**: For the purpose of this regulation, the term “mail” includes but is not limited to: items delivered by the U. S. Postal Service or any private carrier servicing the ADOC or delivered by hand.
- H. **Mail Clerk**: Staff member(s) assigned to handle the facility mail.
- I. **Nudity**: A pictorial depiction where genitalia, buttocks, or female breasts are exposed. Publications containing nudity illustrative of medical, educational, or anthropological content may be excluded from this definition.
- J. **Printed Materials**: Books, publications, magazines, newspapers, periodicals, circulars, and catalogues delivered by postal or delivery services.
- K. **Reasonable Suspicion**: The rational inference that a reasonably prudent person could make from specific objective facts.
- L. **Religious Materials**: Books, pamphlets, brochures, and religious study courses.
- M. **Sexually Explicit**: A picture or illustration of actual or simulated sexual intercourse, oral sex, masturbation, or other sex acts.

IV. **RESPONSIBILITIES**

- A. The Warden/Designee shall be responsible for developing their facility Standard Operating Procedures (SOPs), as necessary, for the implementation of this AR.
- B. The Warden/Designee shall designate a mail area and secure drop boxes for outgoing mail that is accessible to all inmates.
- C. The Mail Clerk is responsible for the collection, inspection, and distribution of incoming and outgoing mail and for the maintenance of the mail records.
- D. The Chaplain, or the Warden’s designee, is responsible for reviewing all mail entering the facility that is presumed to be religious materials for an inmate.

V. **PROCEDURES**

- A. General Guidelines:
 - 1. Inmates shall be permitted to send and receive correspondence unless there is reasonable suspicion that such correspondence may present a threat to the safety and security of the facility, public, staff, or inmates.