

MAILROOM PROCEDURES

AR 750

- Purpose
- Responsibility
- NRS 209.131
NRS 209.365



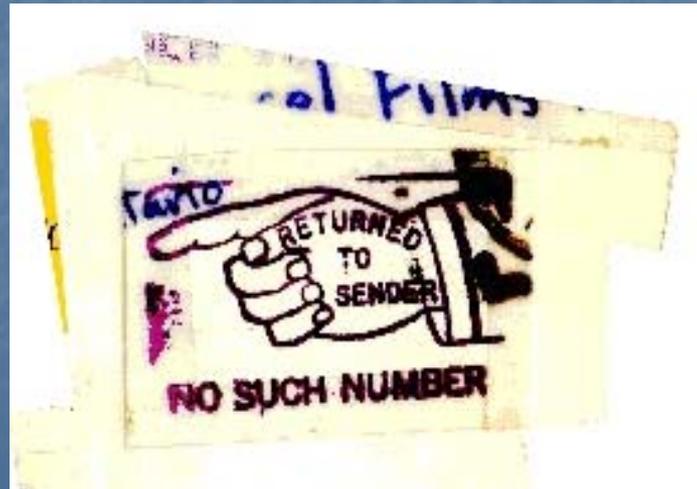
Adulterated Mail

- **Items of correspondence that have an unknown substance on or in it.**



CENSORSHIP

- The intent to suppress or delete anything considered objectionable under this regulation. May include but not limited to.



DISPOSAL



General Correspondence

- Mail
- Immediate Family



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- **Indigent Mail. Less than \$10**
- **Indigent At The Moment. Less than \$10 at time of request.**
- **Inspection**
- **Mail**

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- **Monitoring**
- **Nude Photographs**
- **Privileged Correspondence**
- **Scanning**

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- **Seizure**
- **Sexually explicit/graphic activity**
- **Third Class Mail**
- **This regulation applies to all staff and inmates within the Department**

General Provisions

- All mail shall be processed by current State Biohazard Guidelines and Procedures.

 UNIVERSITY OF HAWAII
ENVIRONMENTAL HEALTH AND SAFETY OFFICE 



BIOSAFETY LEVEL

Biohazard Agent: _____

Special Procedures or Precautions for Entry: (Bldg. _____ Room _____ Date Posted _____)

Notice	Call or See	Bldg.	Room	Work Phone	Home Phone
Entry or Access					: 1
Emergency					: 1
Emergency					: 1

UH BIOLOGICAL SAFETY OFFICE UH 956-3197

General Provisions

- **Holding of Mail**
- **Distribution of Mail**

Processing Outgoing and Incoming general correspondence

- All envelopes must be properly addressed
- All incoming general correspondence will be opened for inspection.

Other Mail/Correspondence

- **Correspondence between incarcerated persons.**
- **Monitoring of inmate general correspondence and mail.**

Censorship of Inmate general Correspondence and Mail

- The Warden or his/her designee may prohibit outgoing mail under circumstances which include, but not limited to:



General Provisions

- **Disposal of Unauthorized Items Received**
- **Ordering Books – All inmates should be allowed to order books directly from approved vendors.**