



NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION

**SUMMARY OF CHANGES**  
**AR 750 – OFFENDER GENERAL CORRESPONDENCE AND MAIL**  
**Effective PENDING**

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Other minor changes have been made in formatting for improved clarity and consistency	
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James E. Dzurenda, Director

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Date

This summary of changes is for training record purposes only. You must also consult the Administrative Regulation and/or Manual for proper instructions.

I, \_\_\_\_\_, acknowledge receipt of this Summary of Changes and understand it is my responsibility to implement into the course of my duties.

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Signature

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Date

DRAFT

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NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION

**OFFENDER GENERAL CORRESPONDENCE AND MAIL  
ADMINISTRATIVE REGULATION – 750**

**SUPERSEDES:** AR 750 (06/17/12); and AR 750 (Temporary, 11/25/13) , AR 750 (12/17/13)

**EFFECTIVE DATE:** PENDING

**AUTHORITY:** NRS 209.131; NRS 209.365: NRS 209.42303

**RESPONSIBILITY**

The Director of the Nevada Department of Corrections (NDOC and Department) is responsible for the implementation of this Administrative Regulation (AR).

The Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

The Associate Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

Supervisors will ensure that their appropriate subordinate staff members have read and understand this regulation.

Designated staff members will know, comply with, and enforce this regulation.

If, and where applicable, offenders will know and comply with this regulation.

~~All offenders are responsible to comply with mail and correspondence procedures. All correspondents are responsible for the contents of and compliance with procedures applicable to mail items sent into a Department institution or facility.~~

~~Designated mailroom staff at each facility/institution are responsible to ensure mail is processed in a correct manner.~~

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~~An Associate Warden or Facility Manager has supervisory responsibility over daily mailroom operations.~~

## DEFINITIONS

Mail Digital Scanner – A scanning system used to digitize incoming general correspondence, allowing mail to be processed and delivered to offenders electronically through the Department's approved digital mail vendor.

Drug Detection Scanner – A device used to detect the presence of controlled substances or chemical compounds on or within mail items prior to processing.

## 750.01 GENERAL PROVISIONS

1. ~~All offenders will receive the original, physical copies of Legal and Special mail. All mail will be processed in accordance with current State and OSHA biohazard guidelines and procedures. All mail shall be processed pursuant to current State and OSHA biohazard guidelines and procedures.~~

~~1.—~~

- A. Each institution/facility will designate a secure mailroom location.
- B. The mailroom:
  - 1) Should be open eight (8) hours per day;
  - 2) Should be open five (5) days per week; and,
  - 3) Will be closed on holidays and weekends.
- C. All institutions/facilities will designate a secure area(s) and/or secure mailboxes for outgoing offender mail:
  - 1) Mail will only be collected by staff.
  - 2) Mail will be collected at least once every day except weekends and holidays.
  - 3) A set schedule of regular mail collection will be established.
- D. No personal delivery of offender mail or correspondence will be authorized except when legal requirements require delivery to be made in person. Staff will not pick up or deliver such items.

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E. Each institution will include the requirements of this Administrative Regulation in its orientation program.

F. There are no limits on the number of letters an offender may send or receive, except as specifically authorized by this regulation.

G. Change of address/forwarding mail:

- 1) When an offender transfers to another institution or facility, in accordance with Administrative Regulation 722, first-class general correspondence and privileged correspondence will be forwarded via the US Postal Service. Second- and Third-Class mail will be forwarded via intra-departmental mail.
- 2) When an offender is released, first class mail addressed to the offender will be forwarded to the forwarding address provided for a period of thirty (30) days from the date of release.
  - a) If no forwarding address is provided, the first-class mail item will be returned to sender.
  - b) Discharged and paroling offenders or offenders being transferred to another agency/state jurisdiction are responsible for notifying the mailroom staff and correspondents of a forwarding address.
  - c) Only first-class mail items will be forwarded; all other items, including publications, will be returned to sender.

H. Policy Intent

1) This change eliminates physical processing of general correspondence at NDOC institutions.

2) Only *Legal Mail* and *Special Mail* will be handled or inspected on-site.

I. All incoming general correspondence not identified as Legal mail will be received, processed, and delivered electronically through the Department's approved digital mail service.

~~All other mail will be processed off-site through the Department's approved digital mail vendor, ensuring compliance, security, and efficiency while reducing contraband introduction.~~

I.J. Holding mail

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- 1) For offenders who are temporarily confined in local hospitals or jails and expected to return to the institution/facility from which they departed, first-class mail should be held no longer than one working day.
  - 2) For such temporary confinement, expected to last longer than one (1) day, where the hospital or jail is an “out-of-town” facility, first-class mail should be forwarded to the offender care of the hospital or jail.
  - 3) For such temporary confinement longer than one day to a hospital or facility “in-town” staff may deliver first-class mail to the offender at the in-town facility.
  - 4) All other items of mail, including publications, will be held until the offender’s return.

J.K. Care regarding distribution of mail:

- 1) Offenders will not pick up or deliver mail.
- 2) No mail will be left on tables or in other unattended areas where offenders have access.

## 750.02 LEGAL MAIL TRACKING AND RECORD RETENTION

1. Records that will be maintained by staff and that may be kept electronically. The designated Mailroom Supervisor or designee shall maintain a digital record of all Legal and Special-Mail processed through the facility.:
2. A log shall be kept of all incoming or outgoing registered, insured, special or certified mail using, Form DOC-3088;
  - A. The record shall be maintained using the approved Excel Mail Log Tracker, documenting dates, offender names, sender information, and disposition as applicable. Upon completion each month, the Excel Mail Log shall be converted to a PDF format and stored in the facility’s Mailroom Shared Drive for permanent record retention and administrative review. This digital record will serve as the official verification of mail activity and may be reviewed by administration, investigators, or audit teams as needed.

A.B. A log shall be kept of all unauthorized mail using Form DOC-3086-Revised;

B.C. A log shall be kept of all offender-to-offender approved correspondence using Form DOC-3087-Revised;

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~~C.D.~~ A log shall be kept of all rejected mail using Form DOC-1740-Revised;  
and

~~D.E.~~ A log shall be kept of all mail that is monitored using Form DOC-3022

3. Violations of rules or policies, governing mail procedures, may result in the suspension or termination of correspondence between the parties involved.
4. Refer to the Department's Administrative Regulation 722, for specific procedures for managing offender privileged correspondence.
5. Refer to Administrative Regulation 711, for package procedures.
6. Offenders may correspond in their primary language.
7. Prohibited Mail:
  - A. Each facility will establish a process for review of questionable items of mail received.
  - B. Mail items that contain matter detrimental to the security, good order, or discipline of the institution or facility, or that facilitate criminal activity, are prohibited, including but not limited to:
    - 1) Content that depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices;
    - 2) Content that depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of prison institutions;
    - 3) Content that depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs or unlawful substances;
    - 4) Content that is written in code;
    - 5) Content that describes or encourages activities which may lead to the use of violence or promotes hate groups or gang activities;
    - 6) Content that encourages or instructs in the commission of criminal activity or depicts criminal activity;
    - 7) Content that displays realistic pictures of guns or knives, or that is suitable for use in making of facsimiles weapons;

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- 8) Content that is sexually explicit, which by its nature poses a threat to the security good order, rehabilitation or discipline of the institution, or facilitates criminal activity;
  - 9) Content that includes instruction relating to tattooing;
  - 10) Content that advocates terrorism, racial, religious, or national origin hatred, or that creates an unsafe environment for offenders or prison staff;
  - 11) Content that provides instructions for military, police or security tactics for riots, hostage negotiation, or any Homeland Security drills;
  - 12) Content related to survival guide information ;
  - 13) Content or mail that ~~has or~~ contains any foreign matter, previously wet, narcotic or intoxicant substances.
- C. Mail items related to business operations, except mail items as necessary to protect property interest that vested before incarceration that have been approved by the Warden/designee.
- D. Mail items containing solicitations or receipt of advertisements including publications not paid for in advance or not coming directly from a verifiable known publisher or vendor.
- E. Publications, the purchase of which is contingent on future purchases or orders, such as book of the month clubs, etc.

### 750.032 OUTGOING MAIL

1. All outgoing mail is subject to be scanned by using T-Ray technology and 3D video imaging to screen for and detect contraband on or within mail items. If contraband is detected, the mail item will be rejected.
  2. All outgoing mail must be unsealed for inspection, unless processed as legal mail. Legal mail must be inspected prior to sealing the item and signed by authorized correctional staff. Sealed items will be rejected and returned to the offender.
- ~~1.3.~~ All envelopes must be properly addressed and:
- A. Be stamped on the back with the name of the institution/facility from which it is being sent and the date of mailing; and
  - B. Have the offender's name, identification number, institution/facility name and mailing address in the return address portion of the envelope.

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2.4. All outgoing mail must be sent via U.S. Postal Service and requires the appropriate postage.

3.5. Correspondence addressed to Department officials and staff may be routed through the interdepartmental mail services.

4.6. The Warden/designee may prohibit outgoing mail under appropriate circumstances which include, but are not limited to:

- A. Correspondence with minors whose legal guardians have objected, in writing, stating their wish that such correspondence to be prohibited;
- B. Correspondence with individuals who have objected in writing to lewd, threatening, or offensive correspondence;
- C. Correspondence prohibited by court order, such as a Judgment of Conviction (JOC) prohibiting contact with the victim(s).

5.7. An offender should receive written notice when correspondence has been prohibited .

8. Attempt to engage in prohibited correspondence will result in disciplinary action.

6.9. Indigent Offender Postage:

- A. Indigent offenders will be provided postage for a maximum of two personal letters per week.
- B. The mailroom staff will write the agency's budget account number in the area of the envelope where the stamp would normally be placed and send the mail item to the State Mailroom for processing, except remote institutions/facilities without access to State Mailrooms will purchase stamps for this purpose.

7.10. "Indigent-at-the-moment" Offender Postage:

- A. Offenders whose accounts are not accessible to them, i.e., frozen for longer than 30 days, will be considered to be "indigent-at-the-moment offenders."
- B. "Indigent-at-the-moment" offenders are not eligible for free personal letters and must submit a brass slip with their correspondence for mailing.

## **750.043 INCOMING MAIL**

1. All incoming mail is subject to be scanned by using a drug detection scanner T-Ray technology and 3D video imaging to screen for and detect contraband on or within mail items. If contraband is detected, the mail item will be rejected. Or Mail that is

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electronically scanned shall not be allowed when foreign substances and items are clearly detected. If items are detected, but not clear, the mail may be opened, and a determination will be made. If suspicious or objectionable content is found, mailroom staff shall notify the appropriate designated Associate Warden for review and possible rejection. If no objectionable content is present, authorized staff shall cause the mail to be processed for delivery to the offender.

1.2. General Correspondence

- A. All incoming general correspondence will be received, processed, and delivered electronically through the Department's approved digital mail vendor.
- B. Mailroom staff will not handle, open, inspect, or distribute any physical general correspondence.
- C. Original paper copies of general correspondence will not enter the institution and will not be retained by NDOC.
- D. Offenders will receive their general mail exclusively through their assigned tablet device or other approved digital platform.

3. All deliverable incoming mail (except legal mail) will be opened and inspected prior to entering the facility.

2.4. All incoming mail, including mail marked "Return to Sender," will be opened for the inspection for contraband, unauthorized items, cash, coin, checks, and money orders, and scanned by mailroom staff. Disposal of unauthorized items will be pursuant to section 750.7 of this regulation.

3.5. Offenders are not allowed to receive, from any source, confidential information, which includes but is not limited to personal information about:

- A. Current or past offenders;
- B. Any other person without that person's knowledge and written consent.

4.6. Envelopes containing incoming mail:

- A. All envelopes received as incoming mail must be addressed to the offender in the name under which they were committed. If an offender has obtained a legal name change, the envelope must contain both names.
- B. The offender's name should be properly spelled.

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- C. The offender's identification number must be noted.
  - D. The sender's name and address must appear in the upper left corner.
  - E. Reasonable efforts will be made to deliver the item if the offender's name is correct, but the identification number is wrong or missing.
  - F. If the offender's name is misspelled and the identification number is incorrect or missing the mail will be returned unopened to sender.
  - G. Shall be free of stickers, glitter, bodily fluids, lipstick, wax, or any unknown foreign substance. Physical mail containing adhesives, glitter, tape, labels, stickers, perfume, wax, or any other prohibited materials will not be accepted.
  - ~~F.H.~~ Any general mail sent directly to the institution will be rejected and returned to sender with instructions to use the Department's approved digital mail system.
- ~~5.7.~~ Mail is sorted before opening to ascertain if the offender is in the Department.
- ~~6.8.~~ Allowed enclosures in first-class mail are limited to:
- A. Enclosures per envelope, not exceeding 10 pages, excluding the letter of one article or advertisement such as from a newspaper or magazine or printouts from website, or one pamphlet.
  - B. Personal photographs:
    - 1) A maximum of ten per envelope not including pictures in an enclosed article or advertisement.
      - a) Shall not exceed 8" x 10" in size.
      - b) No instant photos or "Polaroids"  
If computer generated on paper no larger than standard 8 1/2" x 11", which may contain up to 10 photographs on one page, but each photograph counts as one of the ten maximum allowed.
      - c) All must have the offender's name and NDOC ~~back~~ identification number on the back.
      - d) Shall be free of stickers, glitter, bodily fluids, lipstick, wax, or any unknown foreign substance.
    - 2) Photographs of nude persons:
      - a) Shall not depict sexual activity.

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b) Shall have the offender's name and NDOC identification number on back of each photo, and;

c) Shall not be displayed or traded.

C. Religious material is limited to one piece or item of religious material per envelope.

1) Legal Mail Exceptions

a) Only Legal Mail is authorized for physical inspection and delivery within the institution.

b) Legal Mail will continue to be processed in accordance with Administrative Regulation 722.

c) All other categories of mail must be submitted and processed through the Department's digital mail system.

D. Calendars:

1) May contain no spiral bindings or metal parts;

2) Must not exceed maximum size of approximately 11" x 18"; 12 1/2" x 18 1/4" opened;

3) May not contain depiction of nude persons or sexual activity if being displayed; and

4) Must be from a verifiable publisher or vendor in a factory sealed wrapper.

E. Personal identification items such as birth certificates, social security documents, marriage documents and military documents will be forwarded to the offender's caseworker for delivery.

F. Electronic Mail Service:

1) Electronic mail service, consisting of a one-way communication from a correspondent to an offender is available. Only authorized staff who have an active password may process electronic mail. Once electronic mail is opened, authorized staff shall inspect/view the mail for unauthorized content. If suspicious or objectionable content is found, mailroom staff shall print the letter electronic mail and forward it to the appropriate designated Associate Warden for review and possible rejection. If no objectionable content is present, authorized staff shall cause the printed letter electronic mail to be delivered to the offender via the offender's unit

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~~mail bag.~~ Electronic mail containing unauthorized content will be rejected pursuant to Administrative Regulation 750.01 (sub-section O), 750.03 (sub-section 4), 750.03 (sub-section 7-B-2-A).

G. Publications and Packages:

1) May contain no spiral bindings or metal.

~~1)2)~~ The institution/facility will review all publications for suspicious or objectionable content. If such is found, the publication shall be forwarded to the Publication Review Committee for appropriate disposition.

~~2)~~ No publication will be rejected solely because its content is religious, philosophical, political, social, or sexual or because its content is unpopular, repugnant, or does not agree with commonly held beliefs and practices.

3)

Publications, books, and approved materials must continue to follow AR 711 (Offender Property) and AR 750.08 (Ordering Publications).

4)

a) These items are not part of the digital mail process and must come directly from verified vendors or publishers

~~These items are not part of the digital mail process and must come directly from verified vendors or publishers.~~

H. Publication Review Committee:

1) Each Institution/Facility will establish a Publication Review Committee to review all publications that the mail room staff have a reason to believe may contain objectionable content, prior to the initial rejection of the publication following the above guidelines.

2) The Committee has a minimum of three (3) ~~members;~~ one members; one of whom shall be appointed by the Warden or Facility Manager, one of whom shall be an Associate Warden or Facility Supervisor, or above.

3) The Committee shall convene within seven days from when a publication is referred by the mail room staff.

**750.04-05 OTHER MAIL/CORRESPONDENCE**

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1. Correspondence between incarcerated persons:

- A. Correspondence between all incarcerated persons is limited to correspondence between immediate family members.
  - B. Legal correspondence between NDOC incarcerated persons is allowed if they are co-defendants or co-plaintiffs in active post-conviction litigation or pursuant to a court order.
  - C. Common law relationships are not considered immediate family for purposes of correspondence between incarcerated persons.
  - D. To engage in allowed correspondence with an offender in another institution, the offender must obtain a correspondence request form from their caseworker, complete it, and return it ~~to their~~ to their caseworker, who will forward it to the Warden.
    - 1) The approval of the Wardens of both institutions is required.
    - 2) If the Warden at the initiating offender's institution approves the request, they shall indicate this on the form and forward the form to the Warden of the receiving institution.
    - 3) If the Wardens of both institutions approve the correspondence, the original will be placed in the initiating offender's I-File, a copy will be placed in the receiving offender's I-File, and a copy will be maintained in the permanent record of offender correspondence approved in the mailroom of each institution.
    - 4) Once full approval is obtained, no further approval is necessary even if the offender is transferred.
    - 5) If the Warden of either institution disapproves the correspondence, the Warden disapproving the request shall state the reasons for the disapproval in writing on the request form.
    - 6) Approved offender-to-offender correspondence shall be via US Postal Service, postage paid.
2. Social Security Benefits. All social security or supplemental security checks mailed to offenders will be returned to the Social Security Administration address indicated on the sending envelope regardless of the geographic location of the institution or facility.
3. IRS Checks. All IRS checks received will be forwarded to a designated person in Offender Services. Offender Services will contact IRS for approval before depositing IRS checks to the offender's account.

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4. Mail addressed to any program, Prison Industries/Silver State Industries, Education, Chaplain, or other programs at an institution or facility will be given to the staff supervisor of that program. Regardless of how the mail is addressed, the supervisor will open all such mail. Offenders shall not open any mail not specifically addressed to them.

#### **750.05-06 MONITORING OFFENDER MAIL**

1. Incoming and/or outgoing mail items are monitored by designated staff upon reasonable suspicion that the item contains restricted matter.
2. All requests for monitoring must be submitted in writing to the Warden/designee for prior approval and state in detail:
  - A. The reason for monitoring; and
  - B. The approximate length, if known, or as estimated, that the monitoring is expected to last.
  - C. Upon a showing of sufficient exigency, the Warden may verbally authorize temporary monitoring until the full detailed written request is submitted, which shall be submitted without unreasonable delay.
3. Mail Monitoring Log. A log of all mail monitoring activity shall be maintained in the designated mailroom by the Mailroom staff, using Form DOC-3022 which shall include the following:
  - A. Offender's full name and NDOC identification number;
  - B. Name of NDOC official who authorized the monitoring;
  - C. Dates monitoring started and ended; and
  - D. Name(s) or designation of staff authorized to conduct the monitoring activity.
4. Delivery of monitored mail shall not be delayed for more than 24 hours.
  - A. Monitored mail may be copied.
  - B. If a delay in delivery of monitored mail exceeds 24 hours, the procedures for rejected mail items must be followed.
5. Offender-to-offender mail. Allowed, approved mail between NDOC incarcerated offenders may be monitored without prior approval.
6. Monitoring of privileged correspondence is not allowed. If reasonable suspicion exists that privileged correspondence contains contraband or prohibited content, the procedures

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shall be described in the Department's Administrative Regulation 722 applicable to legal mail shall apply.

**750.06-07 OFFENDER GENERAL CORRESPONDENCE AND MAIL REJECTION PROCESS**

1. Notice to Offender. If any item of mail addressed to an offender is rejected for any reason the offender shall receive written notice that describes the rejected item, states the reason it was rejected, notifies the offender of their right to appeal through the grievance process in accordance with Administrative Regulation 740, and notifies the sender of their right to appeal by sending an appeal within 20 calendar days of the date of the notice of rejection addressed to the Warden of the institution or Manager of the facility stating the objections to the rejection. The sender's appeal shall be reviewed and responded to by a designated Associate Warden not involved in the decision to reject the mail item, whose decision shall be final.
2. Notice to Sender. Where an item of mail addressed to an offender is rejected for any reason, a copy of the written notice given to the offender shall be given to the sender, unless the sender is an NDOC incarcerated offender and the correspondence was not authorized and properly approved, which notice shall contain the procedure for appeal of the rejection by the sender.
3. The mailroom shall maintain a log of rejected mail items using Mail Log Form DOC 1740.

**750.07-08 DISPOSAL OF REJECTED MAIL ITEMS RECEIVED**

1. Upon receipt of notice of rejection of an item of mail, if the offender does not choose to grieve the rejection pursuant to AR 740, the offender has ten (10) days from the date of receipt of said notice to inform the mailroom staff in writing how the offender chooses to dispose of the rejected item, either by returning it to sender, sending it to a third person at the offender's expense, or destroying it.
2. If the offender uses the grievance process to appeal the rejection of the mail item, or if the sender appeals the rejection:
  - A. The Grievance Coordinator shall notify the mailroom upon receipt of the grievance, and/or the Warden's office shall notify the mailroom upon receipt of the sender's appeal.
  - B. The mailroom should return/hold the rejected item until the grievance process or the appeal process is completed.
  - C. Upon completion of the grievance process, the Grievance Coordinator will notify the mailroom of the outcome of the grievance.

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- D. If the grievance is denied the offender shall have ten (10) days from the date their appeal is final to notify the mailroom staff how to dispose of the rejected item.
  - E. The mailroom staff will await the decision on the sender's appeal before disposing of the rejected mail item.
  - F. If either the offender's grievance is upheld or the sender's appeal is upheld, the formerly rejected item will be promptly delivered to the offender.
  - G. In both instances, the disposition will be noted on an Unauthorized Mail Form, DOC 3086, that shall be filed in the offender's I-File.
3. All items disposed of by sending to the third persons will be at the offender's expense.
    - A. Items valued at \$10.00 or more will be sent certified mail.
    - B. If the offender is indigent at the moment, a brass slip will be submitted by the offender.
    - C. If the offender does not wish to send items out, they will be disposed of per this procedure.
  4. Any money, stamps, or other negotiable instruments not delivered to the offender will be sent to the Administrative Services Officer (ASO)/designee who will forward the items to Offender Services for placement in the Offender Welfare Fund (OFW) with a receipt obtained and attached to the DOC Form 1518, Unauthorized Mail Notification.
  5. In disposing of any contraband discovered (narcotics, etc.) the Department's Administrative Regulation 458 will be followed.
  6. When the Mailroom staff disposes of an item, a staff witness is required. The date/time disposal, how it was disposed of, and reason for destruction (cite the AR) should be noted on the Unauthorized Mail Notification, Form DOC-1518.

**Note:** Usually, all items will be shredded or donated to a local charity.

7. A copy of the Unauthorized Mail Notification Form will be placed in the I-File.

### **750.08-09 ORDERING PUBLICATIONS**

1. All offenders are allowed to order and receive publications directly from approved, verified publishers and vendors.
  - A. Books contents must comply with limitations set forth in this regulation. See General Provisions Section O.

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2. Books must be paperback only.
    - A. Upon receipt, all books will be subject to review by the mailroom staff and must comply with this regulation for content by the Publication Review Committee.
    - B. All books identified as not complying with procedures will be sent to the Publication Review Committee.
  3. The number of books in an offender's possession will comply with the Department's Administrative Regulation 711, Offender Personal Property procedure, and institutional operating procedures.
  4. Prior to the publication being issued to the offender, the mailroom staff shall place the offender's name and offender number on the inside front cover of the publication.

#### **750.09-10 CORRESPONDENCE COURSES/CLASSES**

1. Correspondence courses may be ordered and received by offenders.
2. Correspondence courses must be prepaid.
3. These courses are self-edification/self-help only and are not recognized by NDOC's Educational Program Division.
4. These courses are not eligible for merit credits unless otherwise approved by the Director.
5. CDs and written materials are allowed and must be in compliance with AR 711.

#### **APPLICABILITY**

1. This regulation requires Operating Procedures for each institution and facility.
2. This regulation requires an audit.

**REFERENCES:** ACA Standards 5<sup>th</sup> Edition 5-ACI-7D-01 - 09

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James E. Dzurenda, Director

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Date