5-03/190.20 - Requirements of the Incoming Mail Inspection Officer

The method and inspection procedure of incoming mail shall be determined by the individual facility/unit commander. Mail inspection officers may be any member of this Department.

The following shall be the responsibilities of the mail inspection officer:

- Inspect all incoming inmate correspondence;
- Any enclosure of currency, bank drafts, money orders, checks, or other negotiable instruments shall be handled in accordance with Department policy (see section 5â€‘03/200.15 - Incoming Money);
- Any contraband item or suspicious material that cannot be resolved by the mail inspection officer shall require a supervisor's dispositions;
- All processed mail shall be expediently routed to the addressee;
- Photographs (snapshots) may be given to inmates; and
- Books, papers, or periodicals acceptable through the U.S. mail are permitted.