

2911.3300 CORRESPONDENCE.

Subpart 1. **Policy and procedure.** A facility shall have a written policy and procedure that governs inmate correspondence. Policies are available to all staff and inmates and are reviewed annually, and updated as needed.

Subp. 2. **Volume of mail.** The volume of written mail to or from an inmate shall not be restricted. The amount of mail stored in an inmate's cell may be limited by facility administration.

Subp. 3. **Inspection and censorship.** A facility must have a written policy and procedure that requires that:

A. inmate letters, both incoming and outgoing, may be opened and inspected for contraband;

B. inmates are notified in writing when incoming or outgoing letters are rejected; and

C. letters shall not be read or censored if they are between an inmate and an elected official, officials of the DOC, attorneys, or other officers of the court, but inspection of incoming mail from the specified class of persons noted may be opened only to inspect for contraband and only in the presence of the inmate.

Subp. 4. **Money.** Cash, cashiers checks, or money orders received from incoming mail shall be processed according to facility policy.

Subp. 5. **Postage allowance for indigent inmates.** Indigent inmates shall receive a postage allowance sufficient to maintain communications with the persons listed in subpart 3, item C. Written policy, procedure, and practice must provide that an indigent inmate is provided with a system enabling the inmate to send a minimum of two letters or postcards per week to individuals not listed in subpart 3, item C.

Subp. 6. **Material detrimental to security.** A facility shall have a written policy that restricts inmate access to materials and information that is considered detrimental to the security and orderly function of the facility.

Statutory Authority: *MS s 241.021*

History: *23 SR 1834; 38 SR 523*

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