

Sec. 18-81-32. Incoming general correspondence

(a) **Review, Inspection and Rejection.** All incoming general correspondence shall be opened and inspected for contraband and money and shall be subject to being read at the direction of the Unit Administrator, by person(s) designated by such administrator, for either a specific inmate(s) or on a random basis when the Commissioner or Unit Administrator has reason to believe that such reading is reasonably related to legitimate penological interests. All incoming general correspondence may be rejected if such review discloses correspondence or material(s) which would reasonably jeopardize legitimate penological interests, including, but not limited to, material(s) which contain or concern:

- (1) The transport of contraband in or out of the facility.
- (2) Plans to escape.
- (3) Plans for activities in violation of facility or department rules.
- (4) Plans for criminal activity.
- (5) Violations of Sections 18-81-28 through 18-81-51, inclusive, of the Regulations of the Connecticut General Statutes or unit rules.
- (6) Material which reasonably could cause physical or emotional injury to the inmate recipient as determined by the appropriate mental health staff.
- (7) Letters or materials written in code.
- (8) Threats to the safety or security of staff, other inmates, or the public, facility order or discipline, or rehabilitation.
- (9) Sexually explicit material(s) which meet the standards and review procedures set forth in Subsection (a) of Section 18-81-39 below.
- (10) Any other general correspondence, rejection of which is reasonably related to a legitimate penological interest.

Incoming general correspondence containing any of the foregoing may be restricted, confiscated, returned to the sender, retained for further investigation, referred for disciplinary proceedings or forwarded to law enforcement officials. The decision to take any action provided for in this Subsection shall be made by the designee of the Unit Administrator. Such designee shall not be the same person(s) who made the initial mailroom review.

(b) **Notice of Rejection.** In the event the designee of the Unit Administrator determines that incoming general correspondence shall not be delivered as provided for above in Subsection (a) of this Section, the sender and the inmate shall be notified in writing of the correspondence rejection and the reason therefor. The person(s) so notified may seek review in writing within 10 days thereafter from the Unit Administrator. The Unit Administrator shall notify the person(s) seeking review of the Unit Administrator's final decision and the reason therefor in writing. In the event such rejection results in referral for prosecution or investigation for violation of unit or department rules or of the criminal law, the notice of rejection may be delayed until the appropriate investigation is completed. If the ultimate decision is to reject delivery and if there is no further need to retain the rejected correspondence, then it shall be returned to the sender if reasonably practicable.

(Effective August 18, 1993)