**Prisoner Mail Action Form:**

**(Complete form and attach to incoming mail going to prisoner or outgoing mail being returned to prisoner.)**

Prisoner Name: Enter prisoner name. Prisoner #: Enter #. Date: Click here to enter a date.

The following action was taken concerning your mail:

To / From: Enter name. Address: Enter address.

(Check all that apply below.)

[ ]  **Incoming Mail:**

[ ]  The above item was opened and read as it is **prisoner-to-prisoner** mail. In the future, any other prisoner-to-prisoner mail from that same sender may be opened and read without notice. *[P&P 810.03, III, B1]*

[ ]  The above mail was opened and read due to the reason(s) listed below:

Enter reason(s) here.

[ ]  The above mail was **not delivered to you** as it is **prohibited** *[P&P 810.03, V.]* for the below reason(s).

Enter reason(s) here.

[ ]  The above photos were **not delivered to you** as it is **prohibited** *[P&P 810.03,II D(1-4) or V.]* for the below reason(s).

Enter reason(s) here.

**Note:** If one (1) item in an envelope / package is **prohibited**, the **entire envelope** or **package** will be considered **prohibited** and **non-acceptable**. No items may be removed to make an envelope or package acceptable. Prisoners must disburse the entire envelope or package. (See Disposition options below.)

[ ]  The above mail is a **publication** that is in violation of P&P 810.03, VIII, D. The prisoner should indicate below in the “Disposition” section how the publication is to be disposed of.

[ ]  The above mail **was not delivered to you** as the sender is **not** an **approved vendor / publisher**. *[P&P 810.03, II, (B1 & D2), IX]*

[ ]  **Outgoing Mail:**

[ ]  The attached outgoing mail item is being returned to you as it **does not have a proper return address**. *[P&P 810.03, IV, B.]* Please add a proper return address to it.

[ ]  You currently have no funds for postage and / or you have **exceeded the number of items you are allowed to mail out this week** that are paid for by the Department. *[P&P 810.03, IV, C (1 & 3).]*

[ ]  Your outgoing mail **was not sent out** as it is **prohibited** *[P&P 810.03, V.]* for the following reason(s):

Enter description here.

[ ] A **copy** of the **prohibited** item has been made and **placed** in your **case file**. *[P&P 810.03, VI, A.]*

Printed Name & Signature of Mail Officer: Date:

Printed Name & Signature of Superintendent / Designee: (If applicable.) Date:

**Prohibited Mail / Publication Disposition Options:**

If you **disagree** with the **determination** that your publication was in violation of policy, you may file a **grievance** within **15 days** of **receipt** of **this notice**. You should also **indicate below** whether you are **filing a grievance or not:**

[ ]  I will be **filing** a **grievance** as I **disagree** with the **determination** that the **publication** or **prohibited** **mail** violated policy. (**Note:** If no grievance is filed within 15 days of receipt of this notice, your publication will be disposed of.)

 [ ]  I will **not** be filing a grievance.

For any envelopes, packages or publications that were prohibited or non-acceptable, please **choose one of the disbursement / disposition options below** within **three (3) working days**: (Check a box below.)

[ ]  Mail the item, at the prisoner’s expense to the following family member / friend:

(Enter name and address.)

[ ]  Return the item, at the prisoner’s expense to the sender.

[ ]  Return the publication, at the prisoner’s expense to the publisher for a refund.

[ ]  Dispose of the item, at no cost to the prisoner.

Signature of Prisoner: Date:

**Note:** If this notice is **not returned** to the Mail Officer within **three (3) working days**, or if you **do not clearly mark** one of the **boxes** in the “**Disbursement / Disposition**” **section above**, your **item** will be **disposed** of by the institution.