



Department of Corrections  
Goose Creek Correctional Center  
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**To:** Prisoner Friends and Family

**From:** SSG McElmurry

**Date:** 8/11/2022

**Subject:** GCCC Basic mail requirements

ENVELOPES:

- The following envelopes will not be accepted by mailroom staff
  - Any non-white envelopes
  - Envelopes larger than 9" by 12" (excluding privileged)
  - An envelope which is not commercially produced.
  - An envelope made of cardboard, padded, corrugated, or tear-resistant material.
  - An envelope constructed of heavy weight paper (i.e. greater than 24 Pound) or with security screening features.
  - Envelopes which have items such as address labels, stickers, or other items are affixed with an adhesive. Labels and stickers affixed to an envelope by the U. S. Postal Service are excluded.
  - Unauthorized or insufficient postage shall be refused and returned to the U.S. Postal Service.
  - Envelopes with drawings or markings on them.
  - No return address or any return address that does not include a full name (FIRST and LAST).
  - Written in anything other than graphite or black/blue regular ink.

CORRESPONDENCE:

- Incoming mail from outside the Department of Corrections must be written on white paper or white lined paper.
- Mail must not be written on heavy weight (greater than 24 Pound) or construction paper.
- Correspondence shall not violate the prohibited mail requirements.

PHOTOS:

- Photos must not be greater than 4" x 6" in size and may not have a sticky or magnetic backing.
- Photos shall only be accepted, directly from the following approved vendors: Shutterfly, Pelipost, Freeprints and Walmart.com.
- No more than 10 photos per day (50 total per week).
- Photos shall not violate the prohibited mail requirements.

MONEY:

- Only a prisoner's approved visitors or verified immediate family members listed in ACOMS can send monetary gifts to be deposited into a prisoner's account.
- Monetary gifts may not exceed \$500 in a single month without the prior approval of the Superintendent or designee.

- The name on the cashier's check or money order must match the sender on the return address.
- Anonymous donations, personal checks or cash will not be accepted through the mail system.

PUBLICATIONS:

- All publications, including magazines, comics, graphic novels, books, or newspapers, must be ordered and received directly from the vendor.

PACKAGES AND VENDORS:

- Packages, except books, magazines, and newspapers received directly from the publisher or distributor, require prior authorization from the Property Department. Packages are not accepted from outside sources other than from approved vendors.
- The following vendors are approved through GCCC and are only approved vendors for friends and family purchase items from:
  - Publications: Edward Hamilton Books; Books N Things (MYBNTW.com)
  - Glasses: All Vendors are approved

Glasses Criteria

- Glasses MUST be plastic (no metal) and meet security standards.
- Frame cost must not exceed \$250 without the Superintendent's approval.
- Lenses may not be mirrored, photosensitive, oversized, or other nonessential modifications.  
\*Lenses which are transitional or tinted, and/or contacts must be ordered through DOC medical and deemed necessary by an ophthalmologist.  
\*Any additional items such as repair kits with screw drivers are not authorized and will be considered contraband. Any other unauthorized items being sent in (I.E. hard cases) MAY be granted for the case to be placed in the prisoners property by the Superintendent.

PROHIBITED INCOMING MAIL: The following mail, photos, publications, and packages will be rejected in part or whole by staff if it:

- Contains additional mail from outside the sender's immediate family.
- Is taped, pasted, or otherwise joined to another item, unless taped by security staff.
- Includes drawings or written content in a medium other than blue or black ink or graphite pencil.
- Includes glitter, stamps, stickers, or anything affixed to the paper with an adhesive.
- Non-commercially produced or multi-fold greeting cards, greeting cards made of non-standard card stock paper, greeting cards which have embellishments or greeting cards which exceed 6" X 8" in size.
- Contains lipstick or a foreign or unknown substance, including unusual stains, body fluids, perfumes, incense, or oils.
- Contains plans or threats of physical harm against a person or other criminal activity.
- Contains contraband, plans for sending contraband in to or out of the institution, or indicates other activities prohibited under 22 AAC 05.400, Prohibited Conduct for Prisoners.
- Is written in a code that the reader does not understand or contains material to aid in code writing.
- Is written in (or contains), gel pen ink, crayon, marker, colored pencils, colored paper, correctional fluid or tape, paint, warped papers, powders.
- Contains sexually explicit materials.
- The following sexually explicit material shall be allowed:
  - Departmentally purchased or acquired educational, medical / scientific, or artistic materials, such as books or guides purchased by the Department for inclusion in institution libraries and / or educational areas.
  - Educational, medical / scientific, or artistic materials, including, but not limited to, anatomy medical reference books, general practitioner reference books and / or guides, National Geographic, or artistic reference material depicting historical, modern, and / or postmodern era art, purchased or possessed by prisoners and approved by the institution head or their designee on a case-by-case basis.

- Contains personal checks, cash or solicits gifts, money, credit, outside business dealings, or contractual purchases without the approval of the Superintendent or designee.
- Contains any item designated as contraband such as loose labels, postage stamps, oils, perfumes, incense, personal property, art, tattoo templates, crafts, hobby supplies, journals, diaries or blank books, candy, gum, or any food items, unused postcards, bookmarks, calendars, inspirational cards or medals, stationary, pens/pencils, envelopes, unused battery operated or non-single layer card stock greeting cards, or any item that requires and lacks prior approval from the Superintendent or designee.
- Contains information that, if communicated, would create a risk of mental or physical harm to a person.
- Contains material that could reasonably be expected to aid an escape or incite or encourage any form of violence, theft, or destruction of property in the facility.
- Depicts, describes, or encourages activities that could reasonably be expected to lead to the use of physical violence or group disruption.
- Contains instructions or illustrations on how to construct or use weapons, ammunitions, bombs, explosives, incendiary devices, handguns, or rifles.
- Depicts or describes procedures for brewing alcoholic beverages or making or cultivating drugs or poisons.
- Contains hard-bound books, used books, leather-bound books to include Bibles, spiral/wire bound media, calendars.
- Contains material which by nature or content (visual or written) poses a threat or is detrimental to the security, good order or discipline of the facility, prisoner rehabilitation, or facilitates criminal activity including, but not limited to, material that meets one or more of the following criteria:
  - Incites, advocates, aids, or abets criminal activity such as gang activity, illegal drug use, conversion of weapons, or promotes gambling.
  - Contains tattoo information or templates.
  - Concerns plans for activities in violation of other Department of Corrections administrative directives.
  - Contain Security Threat Group related paraphernalia.
- Is in violation of a Court order.
- Has been banned for good reason following an individualized determination by the Department.
- Specifically prohibited are musical media that have an affixed parental advisory label indicating "Explicit Content", and electronic games rated "Adults Only", "Mature" or otherwise labeled with descriptors indicating the inclusion of content that is unacceptable as defined above. Musical media or electronic games withheld under these restrictions are to be handled under section VIII, E below.
  - Note: Prisoners are already prohibited by statute from viewing video media rated "X", "R", or "NC-17".

**Sexually Explicit Material is defined as follows:**

Any publication, drawing, photograph, film, negative, motion picture, figure, object, novelty device, recording, transcription, or any book, leaflet, catalog, pamphlet, magazine booklet or other item, the cover or contents of which pictorially depicts nudity of any gender, or that graphically depicts through text any sexually explicit homosexual, heterosexual, or auto-erotic sex acts including fellatio, cunnilingus, masturbation, sadism, sadomasochism, bondage, bestiality, excretory functions, sexual activity involving children, an unwilling participant, or the participant who is the subject of coercion. Frontal nudity includes the genitalia of either gender and/or the female breast(s), nipple(s), areola(s), (including being visible through clothing). Rear nudity includes the buttock(s) and/or anus of either gender (including being visible through clothing).