

Venango County Prison

Warden's Office

Memorandum

TO: Staff / Inmate Population
FR: Jeff Ruditis, Warden
DT: November 9, 2018
RE: **Inmate Mail Procedures Amended**



Inmate mail and Incoming Publications, shall be amended to provide that the Prison will begin photocopying, all incoming articles of mail (letters, drawings, greeting cards and photographs, etc. with the exception of privileged correspondence (legal) and incoming publications permitted in accordance with Policy. The black and white photocopies will then be distributed to the inmate.

Incoming privileged or non-privileged inmate mail will be processed Monday through Friday excluding state/federal holidays. A reasonable effort shall be made to ensure that incoming inmate mail be delivered to the inmate on the same day that it has received, excluding weekends and holidays. Mail that contains content requiring review by the Administration or mail that is being reviewed for investigative purposes, may take longer to receive.

All incoming correspondence, photographs/pictures will be copied and the copies will be provided to the inmate. Original incoming correspondence, photographs/pictures will not be returned or preserved. Original incoming correspondence, photographs/pictures will be securely maintained for 45 days and then securely destroyed, unless otherwise directed by Prison Administration.

Processing of incoming privileged correspondence will be opened and inspected for contraband in the presence of the addressed inmate.

Any incoming correspondence that does not meet the criteria will be rejected and returned to the sender.