

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: December 15, 2017

SUBJECT: Director's Instruction # 363, Modification of Department Order #914, Inmate Mail

This Director's Instruction is effective immediately and supersedes Department Order #914, Inmate Mail, Section 914.02 - Incoming Mail, dated April 7, 2017. This Director's Instruction will remain in effect until incorporated into Department Order #914, Inmate Mail.

PURPOSE:

This Director's Instruction establishes procedures governing incoming inmate mail when no inmate Arizona Department of Corrections number is provided on the envelope.

PROCEDURE:

914.02 INCOMING MAIL

- 1.4 It is the inmate's responsibility to notify correspondents of his/her mailing address, where local U.S. Postmaster practice permits, a U.S. Postal Service (USPS) change of address form shall be completed by the inmate and sent to the USPS. All Department/private prison facilities shall make these forms available. Incoming mail shall be forwarded as follows:
 - 1.4.1 **Mail that arrives without an inmate ADC number shall be forwarded to the inmate if staff can verify that the inmate to whom the mail is addressed is the only inmate in ADC custody with that name.**
 - 1.4.2 **Mail that arrives without an inmate ADC number and where there is more than one inmate with that name in ADC custody, shall be stamped "Return to Sender. Inmate Numbers on ADC website at Inmate DataSearch," and returned.**
 - 1.4.3 Mail that arrives for an inmate at an institution where the inmate is no longer housed shall be forwarded to the inmate's current institution.
 - 1.4.4 When possible, First Class mail belonging to an inmate who is temporarily confined at a hospital or local county jail shall be forwarded.

- 1.4.4.1 For county jails (i.e., Maricopa and Yuma) that accept only post cards, any other First Class mail will be returned to the sender. First Class mail in this situation will not be held until the inmate returns.

- 1.4.5 Mail belonging to an inmate who is no longer in physical custody of the Department shall be forwarded up to 90 calendar days after his/her release; provided a forwarding address is available. When no forwarding address is available, the mail shall be stamped "inmate is no longer in custody" and returned to the sender.

- 1.4.6 All mail received for inmates on escape status shall be forwarded to the Criminal Investigation Unit for evaluation and processing.

{Original Signature on File}