



CENTRE COUNTY CORRECTIONAL FACILITY

Richard C. Smith, *MS, CCHP*
Warden

700 Rishel Hill Road
Bellefonte, Pennsylvania 16823
Telephone (814) 355-6794
FAX (814) 548-1150

Jeffrey T. Hite
Deputy Warden of Facility
Management

New Mail Policy
Effective Monday June 3, 2013

Incoming Mail:

Mail that does not have a complete address, or return address, will be returned to the post office. A complete address includes the senders' first and last name and address. No postage due, or COD mail will be accepted.

Any mail containing contraband, personal checks, cash, or unacceptable photos will be returned to the sender.

When a letter is received containing cash, a money order, cashiers or government check, the mailing will be refused and returned to sender. All monies will be accepted via the kiosk in the visitation lobby, by telephone or online only.

If any incoming mail contains any contraband, the entire mailing will be returned. When mail is refused, a receipt will be printed and given to the inmate stating who the mailing was from and the reason it was returned. Mail that may be refused includes, but is not limited to, those that meet one or more of the following criteria:

- Contains crayon, marker, colored pencils, tape, stickers, glitter, string, ribbon, staples, magazines/newspaper clippings, laminated items, internet printouts, photocopies, envelopes, stamps, or any other item not authorized for inmate possession;
- Photos larger than 5x7, photos in excess of 10, Polaroids;
- Battery-operated or large greeting cards;
- Catalogs or pamphlets;
- Cash, money order or personal check enclosed;
- Correspondence with any prohibited party, including correspondence directed through a third party;
- Any piece of mail that does not have a full legible return name and address;
- Any packages that are received without prior approval, not including publications.

Each photo in a collage will be counted individually.

Incoming Publications:

All incoming magazines and newspapers must be from the publisher, and all incoming books must be new and from the publisher or bookstore. Used publications are not permitted. Books, newspapers and magazines will be inspected on a case by case basis and if deemed inappropriate, will be refused and returned to sender. All incoming publications will be opened and reviewed by a member of the incoming publication review committee before being accepted.

Publications, newspapers, magazines or photographs that may be refused including but are not limited to those that meet one or more of the following criteria:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices;
- It depicts, encourages or describes methods of escape from correctional facilities or contains blue prints, drawings or similar descriptions of any jail or prison;
- It depicts or describes the procedures for manufacturing drugs or for the brewing of alcohol;
- It depicts, displays or is drawn to promote or represent gang graffiti, illicit activities or recruit members;
- It is written in code;
- It depicts, describes or encourages activities, which may lead to the use of physical violence or group disruption;
- It encourages or instructs in the commission of criminal activity;
- It advocates violence of any kind or literature that promotes hatred towards any group;
- Material, sexual or otherwise, which by its nature or content poses a threat to the security, good order or discipline of the institution;
- Facilitates a criminal activity.

Publications that contain any of the above information will be refused and sent back to the publisher or bookstore. The inmate will be notified, in writing, the reason the publication is being refused.

Inmates may not have more than two (2) books, (2) magazines, and (1) Religious Book in their possession at a time. Approval for additional religious or recovery literature may be approved by the Warden or his designee. Inmates are not to have in their possession newspapers that are more than two (2) days old from the date the newspaper was stamped as received.

All Bibles and Korans will be provided by the Centre County Correctional Facility. Bibles and Korans will no longer be accepted from any outside sources. Other religious books may be accepted on a case by case basis with prior written approval.

If the publication contains a free sample item (lotion, perfume, etc.) the item(s) shall be removed from the publication and the publication will be delivered to the inmate. If the item cannot be removed, the publication will be returned to the sender.

Inmate to Inmate Correspondence:

An inmate may not correspond with another currently incarcerated inmate, former inmates that were incarcerated at the Centre County Correctional Facility who have not been out more than 6 months after their last release date, parolees, probationers or co-defendants, unless given prior approval from the Warden.

If an inmate wishes to correspond with an inmate at another facility, the inmate must submit a request form to the counselor with the inmates name, inmate number, the relationship between them, and the name of the facility where the other inmate is located so that the counselor can verify all information is valid and it can be forwarded on to the Warden for approval.

Blocked Mail:

Mail may be blocked by the Warden or his designee, from a specific sender or address. Reasons for a mail block include, but are not limited to, the following criteria:

- Third party mail;
- Correspondence with any prohibited party;
- Introduction of contraband.

Incoming and outgoing mail will not be read by staff unless there is a suspicion of prohibited correspondence, in which case it will be read at the discretion of the Warden or his designee.



Richard C. Smith MS, CCHP, Warden

5-24-13

Date