

North Carolina Department of Public Safety
Prisons
Policy Summary Sheet



Offender Use of the Mail

Chapter: D

Section: .0300

Current Review Date:

November 03, 2020

Reviewed By:

Security Accountability Section

Next Review Due:

November 03, 2021

Current Revision Date:

November 03, 2020

Supersedes Revision Dated:

November 01, 2013

Current Revision Summary (if applicable):

Added: References Related ACA Standard

5th Edition Standards for Adult Correctional Institutions 5-ACI-7D-01, 5-ACI-7D-02, 5-ACI-7D-03, 5-ACI-7D-05, 5-ACI-7D-06, 5-ACI-7D-07, 5-ACI-7D-08, 5-ACI-7D-09, 5-ACI-7D-10

All current changes are highlighted in turquoise. General changes throughout policy include changing “Facility Head/Superintendent” to “Warden,” “Inmate” to “Offender,” “he/she” to “they” “his/her” to “their” “Mailroom Officer” to “Mailroom Staff” “4th Edition ACA Standards” to “5th Edition ACA ‘Standards’” and “Director” to “Commissioner” Other minor grammatical corrections made where necessary.

Specific Changes

.0308 CORRESPONDENCE

Page 2 (c) (1) Added additional verbiage within paragraph “Chief Deputy Secretary” and “Assistant Commissioner.”

.310 PROCESSING INCOMING AND OUTCOMING MAIL

Page 4 (a) (2) Removed “Based on the Department’s record keeping system,” and replaced with “By searching OPUS records.”

Page 5 (a) (3) Removed “DOP” and added “OPUS.”

Page 5 (a) (4) (A) Removed “IP55” and added “on the web”

Page 7 (c) (2) Added “Operations”

Page 8 (d) (5) Removed “Effective November 1, 2013,” “should not” and added “is not permitted” to the paragraph.

.0311 DEFINITIONS

Page 12 (c) (7) Removed Reference” and replaced with “Operational.”

Page 12 (d) Added additional verbiage “With Postage due.”

Stephanie P. Hubbard

Correctional Planner II

November 03, 2020

Date