



North Carolina Department of Public Safety  
Prisons  
**Policy Summary Sheet**

**Inmates Use of the Mail**

Chapter : D

Section : .0300

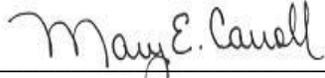
**Current Review Date:** November 1, 2013  
**Reviewed By:** DOP Administrative Services  
**Next Review Due:** **June 30, 2013**

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**Current Revision Date:** November 1, 2013  
**Supersedes Revision Dated:** March 20, 2012

**Current Revision Summary (if applicable):**

.0310 (d)(5) now reads: Money – Effective November 1, 2013 outside personal mail should not contain and funds (i.e. cash, money order, cashiers check or certified check). Funds enclosed in incoming personal mail shall be removed and logged into IBS and returned to the sender with a form letter describing JPAY procedures. The inmate will receive a copy of the form letter. If there is no return address or if the funds mailed out are returned to Prisons because of an incorrect address, the funds shall be deposited to the IBS Contraband Account which shall be swept to the Inmate Welfare Fund. The other contents of the envelope shall be given to the inmate. Funds that is concealed or hidden within mailed items in an attempt to avoid detection shall prompt an investigation and appropriate disciplinary action. Procedures for the proper handling of funds are contained in the Department of Public Safety Fiscal Policy and Procedures Manual .1000, Inmates' Trust Fund.

  
Prisons Policy Coordinator      11/01/13  
Date