

- (d) Appointments for visits at any time may be required.
- J(e) Parents, guardians, or custodians, as well as teachers and tutors of juveniles, shall be allowed to visit at any appropriate time between 8:00 a.m. and 10:00 p.m. for a reasonable length of time. Restrictions on visitation should not be imposed unless such privileges have been suspended and/or restricted based on legitimate government interests related to the safe and secure operation of the facility; to prevent continued criminal activities; or other similar concerns.
- (f) Visitation and the standards for visiting may be accomplished through the use of video visitation provided it allows for the same minimum amount of visitation time per week as the standard requires. (Added January 2026)

All policies and procedures related to visitor searches should be reviewed by competent legal authority. (Revised August 2005)

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CORRESPONDENCE

Each facility shall develop and implement a written plan for the handling of inmate mail. Such a plan shall include the following provisions:

- ~~(a) Inmate mail shall not be read except where there is reasonable suspicion that a particular item of correspondence threatens the safety or security of the institution, the safety of any person, or is being used for furtherance of illegal activities. All official mail shall be opened in the presence of the inmate to whom it is addressed.~~

~~Official mail is defined as mail from officials or organizations including, but not limited to: courts, counsel, officials of the confining authority, government officials, administrators of grievance systems, Department of Corrections, Jail and Prison Inspection Division, Department of Juvenile Justice, and members of the Parole Board.~~

Personal Inmate mail is typically provided electronically in most facilities and handled by a third party processing system. A facility may choose to automatically have the electronic mail delivered to the inmate or may choose to monitor it for potential improper content or for correspondence that threatens the safety or security of the institution, the safety of any person, or is being used for furtherance of illegal activities.

- ~~(b) Inmates shall be permitted to send sealed letters to a specified class of persons and organizations as defined in (a), above.~~

Official Mail shall not be read unless there is probable cause that the mail is fake or fictitious official mail. All official mail shall be opened in the presence of the inmate to whom it is addressed. Official mail is defined as mail from

officials or organizations including, but not limited to courts, counsel, officials of the confining authority, government officials, administrators of grievance systems, Department of Corrections, Jail and Prison Inspection Division, Department of Juvenile Justice, and members of the Parole Board.

- c) ~~The facility shall not limit mail to or from an inmate except when there is clear and convincing evidence to justify such limitation.~~

Inmates shall be permitted to send sealed letters to a specified class of persons and organizations as defined in (b), above.

- d) ~~If an inmate is indigent, he/she shall be provided sufficient postage, envelopes, and writing materials to write two (2) personal letters per week if he/she wishes to do so. Like provisions apply should an indigent inmate wish to communicate with his/her lawyer(s) and court officials.~~

The facility shall not limit mail to or from an inmate except when there is clear and convincing evidence to justify such limitation.

- e) ~~Outgoing mail shall be collected and incoming mail shall be delivered without unnecessary delay.~~

If an inmate is indigent, he/she shall be provided sufficient postage and writing materials to write two (2) personal post cards per week if he/she wishes to do so.

- f) If an inmate is indigent, he/she shall be provided sufficient postage, envelopes, and writing materials to write two (2) official letters per week if he/she wishes to do so.

- g) Outgoing mail shall be collected and incoming mail shall be delivered without unnecessary delay. (Revised January 2026)

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TELEPHONE

Each facility shall develop and implement a written plan for the use of the telephone. Inmates may be required to pay for telephone calls. If telephone calls are to be monitored and/or recorded, notice shall be provided.

Restrictions on making telephone calls should not be imposed unless such privileges have been suspended and/or restricted based on legitimate government interests related to the safe and secure operation of the facility; to prevent continued criminal activities; or other similar concerns. (Revised August 2005)

Telephone terminal devices for the deaf, interpreters, and other reasonable accommodations shall be provided to inmates with hearing or other special needs. (Revised August 2005)