



STATE OF INDIANA
Department of Correction

Indiana Government Center—South

302 W. Washington Street • Indianapolis, Indiana 46204-2738

Phone: (317) 232-5711 • Fax: (317) 232-6798 • Website: www.in.gov/idoc/

Eric J. Holcomb
Governor

Robert E. Carter Jr.
Commissioner

October 23, 2018

EXECUTIVE DIRECTIVE # 18-54

The purpose of this Executive Directive is to prohibit incoming offender correspondence with colored envelopes, colored paper, and greeting cards mailed to offenders through the United States Postal System (USPS). This Executive Directive is applicable to all Department facilities and is effective November 1, 2018. Effective November 1, 2018 Executive Directive # 18-34 is rescinded, replaced by this Executive Directive.

In order to impede the introduction of narcotics and synthetic narcotics into the Department's facilities, greeting cards, colored envelopes, colored paper, and newspaper clippings shall no longer be considered allowable correspondence. On the effective date, greeting cards, colored paper, colored envelopes entering the facility via the USPS shall be processed in accordance with Section XII, "Disposition of Incoming Correspondence," and Section XIII, "Report of Action Taken on Correspondence," of Policy and Administrative Procedure 02-01-103, "Offender Correspondence."

Incoming correspondence to offenders must be in a plain white envelope. Photographs shall be permitted provided they are printed onto originally purchased photography paper. All stamps shall be removed from the envelope prior to the offender receiving his/her mail. This Executive Directive does not prohibit correspondence, including non-colored black and white computer-printed newspaper articles and drawings/artwork and plain white envelopes that have text printed on them manually, or electronically.

Legal mail is exempt from this Executive Directive and shall be processed in accordance with Policy and Administrative Procedure 02-01-103, "Offender Correspondence," and Policy and Administrative Procedure 00-01-102, "Offender Access to the Courts."

Religious correspondence mailed by a religious organization, not an individual, may be exempt from this Executive Directive provided that the facility Chaplain or Warden/designee approves the correspondence prior to issuing the correspondence to the offender.

Educational correspondence mailed from an educational organization, not an individual, may be exempt from this Executive Directive, provided the Warden or designee approves the correspondence prior to issuing the correspondence to the offender.

This Executive Directive does not affect the electronic greeting cards available through the Department's kiosk provider. Facilities are directed to notify the offender population, in their customary manner, of this change. Offenders shall be encouraged to notify their family, friends, and other correspondents of this change.

The Warden has the discretion to determine the disposition of correspondence that is not addressed in this Executive Directive. This includes the discretion to copy all correspondence outside of Legal Mail, that is not from a religious or educational organization in their official capacities (i.e., as part of course work).

Please ensure that all appropriate staff members and offenders are made aware of, and have access to, this Executive Directive.

If there are any questions in regards to this Executive Directive, please contact the Department Policy Manager by email, or telephone at 317-233-5236.

signature on file

Robert E. Carter, Jr.
Commissioner