

(Statements referred to follow:)

BUREAU OF PRISONS, WASHINGTON, D.C., POLICY STATEMENT—SUBJECT: PRISONERS MAILBOX

1. PURPOSE

To revise and describe the current procedures pertaining to the operation of the Prisoners Mail Box.

2. DIRECTIVE AFFECTED

Policy Statement 7300.2 (formerly Manual Bulletin No. 224) is hereby superseded.

3. PROCEDURES

a. *Purpose.*—The purpose of the Prisoners Mail Box (PMB) is to afford inmates in Bureau institutions an opportunity for candid discussion of problems with government officials not immediately responsible for their custody and discipline. All inmates may use the box to write to officials specified in paragraph b below, regarding any problem of importance which they believe cannot be solved through the assistance of institutional personnel or by utilizing regular mail channels.

b. *Officials to whom letters may be addressed through the Prisoners Mail Box.*—The President and the Vice President; the Attorney General; Director, Bureau of Prisons; Members of the Board of Parole; the Pardon Attorney; the Surgeon General, U.S. Public Health Service; the Secretary of the Army, Navy, Air Force; United States Courts; Members of the U.S. Senate and the House of Representatives.

c. *Alaska State Prisoners.*—Alaska state prisoners will be permitted to use the Prisoners Mail Box to write to state officials about their problems. Letters to the Governor, Attorney General, Commissioner of Health and Welfare, Director of the Youth and Adult Authority, and sentencing Judge will be forwarded without inspection to:

Director,
Youth and Adult Authority,
Pouch-H Health and Welfare Building,
Juneau, Alaska.

4. THE PRISONERS MAIL BOX

a. *Description.*—The Prisoners Mail Box should be placed in a conspicuous location or locations readily accessible to the inmate population. Arrangements should be made for the daily pickup of PMB letters from inmates who would ordinarily not have access to the principal box, for example, inmates in the hospital, in the admission unit, and in segregation.

Each box should be plainly marked, and above or on it should be posed a statement of its purpose, a list of persons to whom mail may be sent, and a statement that matters which should be taken up with institution officials ordinarily will be returned to the institution for disposition.

The notice posed on each PMB shall also include the following statement: "The contents of all correspondence deposited in this box are the responsibility of the individual writer. Any material which violates postal laws or regulations, i.e., is obscene or lewd or contains threats of bodily harm, involves extortion or libel, includes contraband, or is intended to facilitate escape from legal custody may result in prosecution in a federal court".

b. *Collections.*—A designated member of the institution staff shall collect the contents of each box once each working day, Monday through Friday. All PMB mail, except that addressed to U.S. Courts and to Members of Congress, shall be forwarded to the Bureau each day in an envelope plainly marked "Prisoners Mail Box."

c. *Identification of Mail.*—Inmates shall not be required to place any identifying information on the envelopes but shall be requested to address all envelopes as clearly and carefully as possible.