

5. PROCESSING OF MAIL

a. *Letters to Central Office.*—Mail addressed to the Bureau of Prisons Central Office staff should be forwarded with other PMB letters addressed to the Director, but only the Director's name should appear on the notice posted above the PMB box.

b. *Letters to the U.S. Courts.*—All letters addressed to U.S. Courts shall be separated from other PMB correspondence and forwarded directly to the addressee without inspection but with an accompanying transmittal slip similar to the sample. Letters shall be forwarded to the addressees each working day in an institution envelope, and at government expense.

Mail addressed to U.S. Attorneys, U.S. Probation Officers, and Clerks of Court shall be forwarded to the addressee, but the notice posted above the PMB box shall be limited to U.S. Courts.

Legal documents such as petitions for writs of habeas corpus, motions to vacate, requests for trial records, etc. should be processed as special purpose correspondence as provided in Section X, "Special Purpose Letters", of Policy Statement 7300.1.

During admission-orientation, and regularly thereafter through other media of communication, all inmates shall be advised that their correspondence should be couched in decent respectful terms and present only those problems over which the court has jurisdiction and is known to have an interest.

c. *Letters to Members of Congress.*—All letters addressed to Members of Congress shall be separated from other PMB correspondence and forwarded directly to the addressee without inspection but with an accompanying transmittal slip similar to the sample. Letters shall be forwarded to the addressee each working day in an institution envelope, and at government expense.

Letters to Members of Congress shall be sent to their Washington address. In this connection each institution should obtain a current Congressional Directory for ready reference.

Letters addressed to persons you are unable to identify as Members of Congress, or which pose other unusual questions, may be forwarded to the Bureau together with other PMB mail for advice or disposition.

During admission-orientation and regularly thereafter through other communication media, inmates shall be advised that the PMB letters should be limited to the U.S. Congressman from the district in which the inmate has residence, or to the U. S. Senators from his state. Such letters must be couched in decent, respectful, and non-libelous terms and should confine themselves to problems with which these officials may be able to help him or in which they are known to have an interest.

Inmates should be instructed that letters to several Members of Congress about the same problem are likely to be less effective than will one letter to the Congressman of his choice. Follow-up letters ordinarily are unnecessary and certainly should not be resorted to in less than three or four weeks.

Letters to Members of Congress may be sent as "special purpose letters" if the inmate wishes.

6. REPLIES TO PMB MAIL

a. *From the Bureau of Prisons.*—All Bureau of Prisons replies to PMB letters will be addressed to the inmate. The original copies will be placed in an envelope marked "Mail Room" and will be forwarded to the institution each day. This procedure will result in the inmates receiving direct replies and will eliminate the necessity of caseworkers having to forward the individual replies on to the inmates.

Carbon copies of all replies for the institution will be forwarded under separate cover to be placed in the appropriate inmate's file. These replies should first be routed through the caseworkers for information purposes.

Should there be any serious questions about the propriety of sending a particular reply directly to the inmate, the letter will be addressed to the special attention of the Chief Executive Officer of the institution for appropriate disposition.