

PRINTED MATERIALS AND PUBLICATIONS

STANDARD NO(S):

NYSSA

DATE:

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REFER TO:

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I. OBJECTIVE:

To establish procedures concerning printed materials and publications for inmates.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to entitle inmates to receive printed materials and publications that are generally available to the public. Inmates will be permitted to receive such material from any source, including family, friends, or publishers as a gift or as a subscription.

III. DETAILS:

- A. All incoming printed materials and publications are subject to staff reading, review, and when applicable, censorship.
- B. Printed materials and publications will not be censored solely because they:
 - 1. Criticize a facility, its staff, or the correctional system.
 - 2. Has ideas supporting ethnic or racial militancy.
 - 3. Advocates unpopular ideas including those that staff deem not conducive to rehabilitation or correctional treatment.
- C. Printed materials and publications that, upon staff review, are thought to constitute a threat to the safety, security, and good working order of the facility will be forwarded to the Chief Administrative Officer using Form CF-049 (Package/Correspondence Inspection Notification).
- D. The Chief Administrative Officer will:
 - 1. Read and/or review the presented materials in accordance with the following timelines:

- a. If the printed material or publications is a periodical, it will be reviewed/read and a determination handed down within forty-eight (48) hours of its receipt at the facility.
 - b. All other printed materials will be reviewed/read and a determination handed down within seven (7) days after its receipt at the facility.
- 2. Make a determination that:
 - a. The material does not threaten the safety, security, or good working order of the facility and have it delivered to the inmate.
 - b. A portion of the material poses a threat to the safety, security, or good working order of the facility. If the inmate consents to the so designated portion of the material, it will be restricted and placed with the rest of the inmate's personal property locked in the property room. If the inmate does not consent to such detention, the entire item will be returned to the sender.
 - c. The entire material threatens the safety, security, or good working order of the facility and have it returned to the sender.
 - d. The material may involve a criminal offense and have it forwarded to the Criminal Investigation Unit. A completed Form CF-007 (Release of Confiscated Property) will accompany the material(s).
- E. The Chief Administrative Officer may adopt rules and regulations which limit the amount of printed materials and publications that the inmates retain in their cells. Amounts of materials allowed in any inmate's cell will be limited to the specifics outlined in the policy entitled "Inmate Property".