THIS DIRECTIVE DOES NOT APPLY TO PRIVILEGED MAIL/LEGAL MAIL (such as, official mail from attorneys, courts, legislators, and legal advocacy organizations in an official envelope with a pre-printed verifiable return address), WHICH SHALL CONTINUE TO BE GOVERNED BY DEPARTMENT POLICY (AF) 21.2, PRISONER MAIL IN ALL RESPECTS.

1. Approved Third Party Mail Services
   a. Resident correspondence received through an approved third party mail service shall be screened for:
      1) prohibited contacts;
      2) prohibited content; and
      3) verification that the mail has been sent through an approved third party mail service, i.e., the company’s name or logo is displayed on the envelope.
   b. Mail received from a prohibited contact or with prohibited content shall be handled in accordance with Department Policy (AF) 21.2, Resident Mail.
   c. Mail sent through an unapproved mail service shall be returned to the sender, if the return address can be determined from the mail itself. If the return address cannot be determined from the mail itself, the letter shall be immediately disposed of. The resident shall be promptly notified in writing of the action taken with respect to the mail, whether it is returned or disposed of, using Notification – Non-Delivery of Incoming Mail, Attachment B to Department Policy (AF) 21.2, Resident Mail.
   d. Correspondence and other papers in the envelope, such as allowable downloaded materials, photocopies, and drawings, greeting cards, post cards, photographs, etc. sent by approved third party services, such as Ameelio or Shutterfly, are exempt from the requirements below.
2. Other Incoming General Mail

Except as allowed as above, the following requirements shall apply to all adult facilities:

a. All incoming general correspondence (letters, notes, or similar written communication) for adult residents must be:
   1) on 8 ½” x 11” white paper; and
   2) written or printed in black or dark blue ink.

b. All incoming downloaded and photocopied materials must be:
   1) on 8 ⅛” x 11” white paper; and
   2) reproduced using black ink, except that photopies of paintings or drawings by a resident’s minor children may be in color.

   NOTE: Original paintings and original color drawings are not allowed.

c. All incoming original drawings must be:
   1) on 8 ½” x 11” white paper; and
   2) drawn using black or dark blue ink.

d. All incoming original articles from newspapers, newsletters, magazines, etc. must be on full length pages (no partial pages).

e. Adult residents are responsible for notifying their correspondents of the requirements.