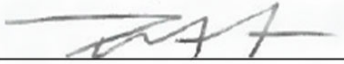
	<p><b>STATE of MAINE</b>  <b>MAINE DEPARTMENT of CORRECTIONS</b>  <b>COMMISSIONER'S DIRECTIVE</b></p> <p>Approved by Commissioner:</p> 
<p><b>To: Juvenile Facility Administrators, Juvenile Facility Staff, and Juvenile Residents</b></p>	<p><b>Effective Date: 02/09/2022</b></p>
<p><b>Directive: #020922 – General Mail</b></p>	<p><b>Title Area: Mail</b></p>

**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 (JF) 16.1 RESIDENT 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 (JF) 16.1, 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 Attachment A, Notification to Resident, Non-Delivery of Mail (or Contents of Mail) Received to Department Policy (JF) 16.1, 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 permitted if they do not come from prohibited correspondents and do not contain any prohibited content.
- e. In all other respects, Department Policy (JF) 16.1, Resident Mail is still in effect in regards to general mail.