
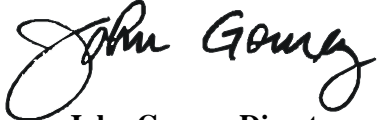


<p>COLORADO DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH CORRECTIONS</p> 	<p>POLICY S 18.2</p>	<p>PAGE NUMBER 1 OF 3</p>
<p>THIS POLICY RELATES TO:</p> <p>State-Operated Treatment Facilities State-Operated Detention Facilities</p>	<p>CHAPTER: Communications: Mail, Visits, and Telephone</p> <p>SUBJECT: Juvenile Correspondence</p> <p>EFFECTIVE DATE: August 30, 2013</p> <div style="text-align: center;">  John Gomez, Director </div>	

I. POLICY:

Juveniles in Division of Youth Corrections' facilities SHALL BE AFFORDED THE RIGHT AND ABILITY to communicate through written correspondence with members of their family and other persons or organizations, WHICH MAY BE subject to the limitations necessary to maintain appropriate order and security of the facility.

II. KEY TERMS:

- A. CENSORED
- B. CODED LANGUAGE
- C. Contraband
- D. Correspondence
- E. CURRENCY
- F. CRYPTIC LANGUAGE

III. PROCEDURES:

- A. There shall be procedures governing correspondence which are written, made available to all juveniles and staff, and are reviewed annually and updated if needed.
- B. The amount of mail a juvenile may receive or send shall be unlimited.
 - 1. The Facility Director or designee shall have discretion of allowing juveniles to receive postage stamps from sources outside the facility. There is no limitation on the amount of postage the Division of Youth Corrections shall provide for a juvenile's legal correspondence.
 - 2. Juveniles shall be allowed AT MINIMUM TWO (2) stamps per week.

CHAPTER	SUBJECT	POLICY	PAGE 2 of 3
Communications: Mail, Visits, and Telephone	Juvenile Correspondence	S 18.2	12/15/2007 8/30/2013

C. INSPECTION FOR OF BOTH INCOMING AND OUTGOING LETTERS AND PACKAGES SHALL TAKE NO LONGER THAN 24-HOURS TO COMPLETE. WEEKENDS AND HOLIDAYS ARE EXCLUDED FOR BOTH LETTERS AND PACKAGES; HOWEVER, UNNECESSARY DELAYS SHALL BE AVOIDED IN ALL CASES.

D. PROTECTED INCOMING AND OUTGOING CORRESPONDENCE:

1. JUVENILES SHALL BE PERMITTED TO SEND SEALED LETTERS TO SPECIFIED PERSONS AND ORGANIZATIONS PERFORMING IN THEIR OFFICIAL CAPACITY. PROTECTED CORRESPONDENCE INCLUDES BUT IS NOT LIMITED TO:
 - a. COURTS, AND
 - b. LEGAL COUNSEL, AND
 - c. DIVISION OF YOUTH CORRECTIONS' ADMINISTRATIVE OFFICIALS, AND
 - d. THE ADMINISTRATOR OF THE GRIEVANCE SYSTEM AS OUTLINED IN DIVISION OF YOUTH CORRECTIONS' POLICY, AND
 - e. PAROLE BOARD, AND
 - f. LEGITIMATE HEALTH CARE PROVIDERS, AND
 - g. ANY FILING OF AN OFFICIAL COMPLAINT TO A HEARING OFFICE OR BODY.
2. IN THE PRESENCE OF THE JUVENILE, PROTECTED CORRESPONDENCE SHALL BE SCANNED BUT NOT READ FOR CONTENT TO ENSURE IT IS FROM THE SPECIFIED CLASS OF PERSONS OR ORGANIZATIONS, DOES NOT CONTAIN CONTRABAND AND IS NOT CONTRARY TO LEGITIMATE INSTITUTIONAL INTEREST OF ORDER AND SECURITY.

E. UN-PROTECTED INCOMING AND OUTGOING CORRESPONDENCE:

1. ALL OTHER INCOMING AND OUTGOING MAIL IS CONSIDERED UN-PROTECTED AND MAY BE READ FOR CONTENT TO ENSURE SECURITY AND SAFETY OF THE PUBLIC, DIVISION OF YOUTH CORRECTIONS' EMPLOYEES, CONTRACT WORKERS, VOLUNTEERS, OTHER DIVISION OF YOUTH CORRECTIONS' JUVENILES OR THE FACILITY.
2. JUVENILES' LETTERS AND PACKAGES SHALL BE OPENED AND INSPECTED IN THE PRESENCE OF THE JUVENILE FOR CONTRABAND, CODED AND/OR CRYPTIC LANGUAGE, AND THREATS MADE TO THE SAFETY AND SECURITY OF THE GENERAL PUBLIC, EMPLOYEES, CONTRACT WORKERS, VOLUNTEERS, OTHER DIVISION OF YOUTH CORRECTIONS' JUVENILES.

CHAPTER	SUBJECT	POLICY	PAGE 3 of 3
Communications: Mail, Visits, and Telephone	Juvenile Correspondence	S 18.2	12/15/2007 8/30/2013

3. IF NO CONTRABAND IS FOUND AND THE CONTENT OF THE LETTER OR PACKAGE DOES NOT PRESENT A THREAT TO THE SAFETY AND SECURITY OF THE PUBLIC, DIVISION OF YOUTH CORRECTIONS' EMPLOYEES, CONTRACT WORKERS, VOLUNTEERS, OTHER JUVENILE'S WITHIN THE DIVISION OF YOUTH CORRECTIONS', OR THE FACILITY, THE LETTER OR PACKAGE SHALL IMMEDIATELY BE GIVEN TO THE JUVENILE.
4. IF A VIABLE THREAT TO THE SAFETY AND SECURITY AND/OR CONTRABAND IS FOUND, THE LETTER OR PACKAGE AND ITS CONTENTS SHALL BE DIRECTED TO THE SUPERVISOR ON DUTY WITH THE ACTION FULLY DOCUMENTED IN ACCORDANCE WITH FACILITY PROCEDURES. THE JUVENILE SHALL BE ADVISED OF THE ACTION.
 - a. THE JUVENILE SHALL BE FULLY INFORMED WHEN INCOMING OR OUTGOING MAIL IS WITHHELD IN PART OR IN FULL.
 - b. THE REASON(S) FOR THE ACTION TAKEN SHALL BE FULLY DOCUMENTED IN THE COLORADO TRAILS DATABASE. IF THE COLORADO TRAILS DATABASE IS NOT AVAILABLE, DOCUMENTATION SHALL BE PLACED IN THE JUVENILE'S PERMANENT FILE.
 - c. CORRESPONDENCE THAT IS WITHHELD SHALL BE PLACED IN THE JUVENILE'S PROPERTY AND CLEARLY MARKED AS 'WITHHELD'.
 - d. CORRESPONDENCE THAT CONSISTS OF IDENTIFIED CONTRABAND SHALL BE CONFISCATED, DISCARDED AND/OR SUBMITTED TO LAW ENFORCEMENT AS APPROPRIATE. ACTIONS TAKEN SHALL BE DOCUMENTED IN AN INFORMATIONAL INCIDENT REPORT AS PER THE FACILITY'S IMPLEMENTING PROCEDURE.
- F. Publications which dwell excessively on violence, drugs, or sex are generally considered to be unacceptable within an institutional environment. Confiscated publications shall be PLACED IN THE JUVENILE'S PROPERTY AND returned to the juvenile upon release from the facility.
- G. A list of contraband, including money, shall be AVAILABLE TO juveniles, and each juvenile shall be made aware that letters and packages will be inspected for CONTRABAND AND/OR SAFETY CONCERNS.
- H. Juveniles released or transferred shall be permitted to take all personal mail. Subsequently received letters and packages shall be forwarded to the juvenile unopened. If no forwarding address is available, mail shall be returned, unopened, to the sender or to the Post Office.
- I. CURRENCY received through the mail shall be held for the juvenile in the juvenile's personal property until the juvenile is released or shall be credited to the respective juvenile's account in accordance with Division of Youth Corrections' Fiscal Rules and DIVISION OF YOUTH CORRECTIONS' Policy, JUVENILE PERSONAL FUND.