

 <b>Department of Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE		NO. 4424
	<b>Notification of Transfer/Express Mail</b>		DATE 02/01/2019
SUPERSEDES DIR. #4424 Dtd. 07/13/2015	DISTRIBUTION A B	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY  <i>Aimee Marie M. Gresh</i>		

- I. **POLICY:** The Department must permit an incarcerated individual the opportunity to notify the persons of his or her choice, by express mail, of an impending transfer within the 24-hour period preceding the incarcerated individual's move from the transferring facility. The sending of express mail notification is limited to the continental United States (48 states) and Puerto Rico. The exception would be a situation in which an incarcerated individual indicates that someone from outside the continental United States plans to visit him or her in the next couple of days.
- II. **DESCRIPTION:** If an incarcerated individual decides to notify the person(s) of his or her choice of an impending transfer, the facilities will use the United States Postal Service's Express Mail Service to forward the incarcerated individual's transfer message(s) (see Section III-B below). It is the practice of the U. S. Postal Service to deliver express mail as first-class mail within 24 hours of its receipt.
- III. **GENERAL PROCEDURE**
- A. It is the responsibility of the facility to ensure that incarcerated individuals are informed of this service. Such notification will be pointed out to the incarcerated individual at the time of completion of [Form #2064](#), "Personal Property Transferred." If the incarcerated individual requests this service, he or she shall initial the appropriate box and the Officer conducting the pack-up shall provide the incarcerated individual with [Form #3623](#), "Incarcerated Individual Express Mail Request," and [Form #2706](#), "Disbursement or Refund Request." The Officer conducting the pack-up shall then complete and approve [Form #2706](#) and promptly deliver [Form #2706](#), [Form #3623](#), and a copy of [Form #2064](#) to the Inmate Records Coordinator (IRC). The IRC will forward the completed [Form #2706](#) to the Business Office. Once processed, the IRC shall ensure that the express mail is delivered to the U. S. Postal Service. [Form #3623](#) will be filed by the IRC in the incarcerated individual's legal file.
- If the incarcerated individual has been given the opportunity to request express mail notification and declines, he or she should initial the appropriate box on [Form #2064](#).
- More than one express mail notification may be sent only if the incarcerated individual has sufficient funds in his or her account to cover the total cost(s). If sufficient funds aren't available, only one express mail notification may be sent; the cost of which will be charged to the incarcerated individual's account at his or her next facility.

- B. Express mail notifications may be used only to notify individuals of an incarcerated individual's pending transfer.

The message to be sent is as follows:

Dear \_\_\_\_\_:

*Please be advised that within the next 24 hours I will be transferred to another correctional facility. Please do not come to visit me at this facility, nor forward mail to this address until I have contacted you from my new facility.*

\_\_\_\_\_  
Name

DIN

Facility

- C. Except as outlined in Section III-D below, the express mail notification must be sent within the 24-hour period preceding the incarcerated individual's move from the sending facility. The messages should be sent as soon as possible by sending facility staff.
- D. In a situation where sufficient advance notice to contact the incarcerated individual and process an express mail notification is not given, the sending facility will advise the receiving facility by so noting on [Form #2064](#), which is sent with the incarcerated individual. The receiving facility should make this one of the first orders of business when the incarcerated individual is received. If the incarcerated individual requests or declines, he or she shall initial the appropriate box on [Form #2064](#). If the incarcerated individual requests this service, the following express mail message shall be used:

Dear \_\_\_\_\_:

*Please be advised I am now located at \_\_\_\_\_ Correctional Facility (address) \_\_\_\_\_. Future correspondence, visits, or inquiries should be made to this address.*

\_\_\_\_\_  
Name

DIN

Facility

- E. Participation in the program is not optional for the facility, although it is optional for the incarcerated individual.

#### IV. FISCAL PROCEDURES

- A. Incarcerated individuals will be charged the prevailing rate for each express mail notification.
- B. When [Form #2706](#) for express mail is received in the Business Office, it will take priority over other transactions.

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- C. If the incarcerated individual has sufficient funds, the Business Office will post as transaction code/type "527," sign the Business Office approval, and return the yellow copy to the IRC to clear sending of the express mail notification(s).
- D. If the incarcerated individual has insufficient funds:
1. Sending Facility
    - a. The Business Office will place a large RED "X" through the transaction code boxes and return all copies of [Form #2706](#) to the IRC.
    - b. The IRC will send only one express mail notification (if requested by the incarcerated individual) and indicate the prevailing rate, and forward [Form #2706](#) to the incarcerated individual's destination facility.
  2. Receiving Facility
    - a. The IRC will send [Form #2706](#) to the Business Office.
    - b. The Business Office will encumber the amount indicated on [Form #2706](#) using the encumbrance code "36" Postage Code. Under the comments section of the encumbrance will be noted "express mail." When the encumbrance is fully collected, the collecting facility will use the funds to replenish their facility postage either by processing a refund of appropriation to the facility postage account or by drawing a check to the Postmaster.