

FCC Florence Inmate Bulletin

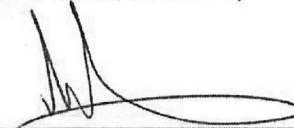
Changes to Mail Procedures

Effective January 7, 2019, please note the following changes to mail procedures at the ADX, USP, and FCI:

- Some general correspondence will be photocopied and you will only be provided the photocopy.
- All incoming general correspondence envelopes and paper must be white in color.
- Incoming general correspondence containing materials such as glitter, stickers, lipstick, crayon or marker will be rejected. Correspondence that is stained or contains an oily substance will be rejected.
- Postage stamps and envelope flaps will be removed prior to all incoming general correspondence.
- All incoming general correspondence utilizing a label for either the recipient and/or sender information will be rejected. The recipient and sender information must be completed either in ink or through address stamp.
- All incoming correspondence sprayed with fragrance, such as but not limited to perfume or cologne, will be rejected.
- All "homemade" greeting cards will be rejected. Commercial greeting cards will be photocopied prior to delivery. You will not be provided the commercial card.
- All envelopes from incoming special mail or legal mail attorneys will be photocopied prior to delivery. You will not be provided the original envelope.

Rejected correspondence will be treated consistent with the applicable provisions of federal regulation and BOP policy.

Should you have any questions, you may address them to either the Captain, Case Management Coordinator, or the Associate Warden of Programs.



Andre Matevousian, Complex Warden

12/3/18

Date