



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-151200 Correspondence Regulations	Issued: 1/17/92 Effective: 3/20/92	Reviewed: 05/27/25 Revised: 05/27/25
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

- A. NMSA 1978, Section 33-1-6, as amended.
- B. Policy *CD-010100*

REFERENCES:

- A. ACA Standard 2-CO-5D-01, *Standards for the Administration of Correctional Agencies*, 2nd Edition.
- B. ACA Expected Practices 5-ACI-3D-02 and 5-ACI-7D-01 through 5-ACI-7D-10, *Performance Based Standards and Expected Practices for Adult Correctional Institutions*, 5th Edition.

PURPOSE:

To outline the regulations and establish guidelines governing inmate correspondence (mail).

APPLICABILITY:

New Mexico Corrections Department (NMCD) employees and inmates.

FORMS:

- A. **Mail Rejection** form (*CD-151201.1*)
- B. **Incoming Legal Mail and Privileged Correspondence Log** form (*CD-151201.2*)
- C. **Receipt for Open Privileged Mail** form (*CD-151201.3*)
- D. **Publication Review Panel Determination** form (*CD-151201.4*)
- E. **Mailroom Tax Form Tracking Log** form (*CD-151201.5*)
- F. **Inmate-to-Inmate Correspondence Request** form (*CD-151201.6*)
- G. **Inmate-to-Inmate Correspondence Approval** form (*CD-151201.7*)

ATTACHMENTS:

None

DEFINITIONS:

- A. *Contraband*: any material prohibited by law or regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security and safety of the institution.

1. *Dangerous Contraband*: Any item which poses a serious threat to the security of an institution, and which ordinarily is not approved for possession by an inmate or for admission into the institution.

Examples may include, but are not limited to weapons, intoxicants, currency (where prohibited), tools which may be used to aid in an escape (e.g., rope), ammunition or explosives, combustible or flammable liquids, and hazardous or poisonous chemicals and gases.

2. *Nuisance Contraband*: Any item other than dangerous contraband, which has never been authorized, or which may be, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard.

Examples may include, but are not limited to personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, or other items made from government property without staff authorization.

- B. *First-Class Mail Letters*: Small rectangular mail pieces no thicker than ¼ inch, weighing 3.5 ounces or less.
- C. *Indigent Inmate*: An inmate whose trust fund account has been without funds for one month prior to the request for free postage and writing materials.
- D. *Legal Mail*: Any letters, pleadings or legal documents to or from an inmate's attorney of record, a judge, a court of law, or an opposing attorney, to include the NMCD Office of General Counsel.
- E. *Privileged Correspondence*: Correspondence to or from an attorney from whom the inmate is attempting to retain services; with recognized agencies that provide legal assistance; law enforcement agents or agencies; officials of the confining authority; state and local chief executive officers; administrators of grievance systems; members of the paroling authority; and Prison Rape Elimination Act (PREA) officials.
- F. *Digital Mail Center*: Electronic delivery of scanned physical mail and eMessaging to enable communication between inmates and their family and friends while minimizing risk.
- G. *Pictorial Depiction of Nudity*: The visual depiction or display of genitalia, pubic region, buttocks, anus, or female breast where the areola is visible and not completely and opaquely covered.
- H. *Pictorial Depiction of Sexual Activity*: The visual representation of conduct which includes but is not limited to, sexual intercourse, including genital-genital, oral-genital, or oral-anal contact, whether between persons of the same sex or opposite sex, with any artificial

device, or any digital penetration; bestiality; masturbation; sadistic or masochistic abuse; depiction of bodily functions, including urination, defecation, or ejaculation; conduct involving a minor, or someone who appears to be under the age of 18; and activity which appears to be nonconsensual, forceful, threatening or violent.

- I. Publication Review Panel (PRP): A multi-discipline panel consisting of three staff members designated by the Deputy Director of Adult Prisons to review publications, pursuant to specified criteria, able to reject an incoming publication if it is found to be detrimental to the security, good order or discipline of the facility or if it may facilitate criminal activity.

POLICY:

The NMCD encourages correspondence on a wholesome and constructive level between inmates and members of their families, as well as friends or associates, with no restrictions except those necessary to ensure the safety and security of the facilities and other persons. **[5-ACI-7D-01]**

- A. Inmates are permitted to send sealed legal mail or privileged correspondence. Staff, in the presence of the inmate, may inspect outgoing legal mail and privileged correspondence for contraband before it is sealed. Incoming legal mail and privileged correspondence to inmates may be opened only to inspect for contraband and only in the presence of the inmate, unless waived in writing or in circumstances which may indicate contamination. Incoming legal mail will be scanned in the presence of the inmate and sent encrypted to the Inmates tablet. The inmate can have the originals shredded or returned to the sender, at the their own cost. If the Inmate needs a paper copy of the legal mail, a copy will be made at no cost. **[5-ACI-3D-02] [5-ACI-7D-06]**
- B. All other incoming inmate correspondence must be sent to the designated centralized address. Correspondence sent directly to facilities will be returned to sender.
- C. All inmates' mail or packages, both incoming and outgoing, shall be opened and inspected for contraband and to intercept cash, checks or money orders. Mail is read and accepted or rejected based on legitimate institutional interests of order and security. Inmates are notified when incoming or outgoing letters are rejected. **[5-ACI-7D-05] [5-ACI-7D-07] [5-ACI-7D-08]**
- D. All incoming and outgoing letters are held for no more than forty-eight (48) hours and packages (if allowed) are held for no more than seventy-two (72) hours, excluding weekends and holidays, or emergency situations. "Emergency situation" is any significant disruption of normal facility or agency procedure, policy, or activity caused by riot, escape, fire, natural disaster, employee action, or other serious incident. **[5-ACI-7D-09]**
- E. All first-class letters and packages shall be forwarded after an inmate's transfer or release. **[5-ACI-7D-10]**
- F. When the inmate bears the mailing cost, there is no limit on the volume of letters the inmate can send or receive or on the length, language, content, or source of mail or publications, except when reasonable belief that limitation is necessary to protect public safety or institutional order and security. **[5-ACI-7D-02]**
- G. Indigent inmates shall receive a specified postage allowance to maintain community ties. **[5-ACI-7D-03]**

H. Inmates will have access to publications. **[5-ACI-7D-04]**



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CD-151201 Correspondence Regulations	Issued: 1/17/92 Effective: 3/20/92	Reviewed: 05/27/25 Revised: 05/27/25
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Policy *CD-151200*

PROCEDURES: [2-CO-5D-01]

A. General Guidelines

1. Outgoing letters will be deposited in the designated boxes in each facility.
2. Letters, except legal mail and privileged correspondence, will be deposited unsealed. Letters must be written in English or Spanish, except when another language of correspondence has been approved in advance by a Deputy Warden.
3. Legal mail and privileged correspondence should be sealed by the inmate and dropped in the designated mailbox provided for such letters.
4. Inmates shall not modify institutional stationery in any way. The sender's name, number, housing assignment must appear in English on all outgoing mail.
5. Incoming and outgoing correspondence are held for no more than 48 hours excluding weekends, holidays, and emergency situations. Packages are held for no more than 72 hours excluding weekends, holidays, and emergency situations. [5-ACI-7D-09]
6. Inmates are prohibited from using any other inmate's name and number on their correspondence.
7. Inmate-to-inmate correspondence must be between immediate family members and only with the documented approval of the sending and receiving facility wardens. The forms will be kept on file and an approved inmate-to-inmate correspondence list will be maintained by facility mailroom staff.
 - a. To be eligible at time of request, initiating inmate must meet clear conduct criteria listed on inmate-to-inmate correspondence request form.
 - b. The request must be made on the Inmate-to-Inmate Correspondence Request form (*CD-151201.6*)
 - c. Approval will be documented on the Inmate-to-Inmate Correspondence Approval form (*CD-151201.7*).

8. All first-class letters and packages shall be forwarded after an inmate's transfer or release.
[5-ACI-7D-10]

B. Postage and Writing Materials:

1. When the inmate bears the mailing cost, there is no limit on the volume of letters the inmate can send or receive or on the length, language, content, or source of mail or publications, except when reasonable belief that limitation is necessary to protect public safety or institutional order and security. **[5-ACI-7D-02]** However, correspondence may be rejected by prison officials pursuant to the other rules as stated in this procedure.
2. Indigent, Reception and Diagnostic (RDC), and Special Management inmates (i.e., restrictive housing, mental health treatment center, long term care unit) will receive two (2) envelopes and two (2) sheets of writing paper per week. All other inmates will pay for their own writing paper and envelopes.
3. All inmates will receive postage for two (2) first-class letters per week to maintain community ties. **[5-ACI-7D-03]**
4. A reasonable amount of postage for the following categories of mail will be supplied by the facilities for indigent inmates: **[5-ACI-7D-03]**
 - a. Attorneys, recognized agencies that provide legal assistance, the courts, Parole Board members, the Secretary of Corrections, Department staff located at Central Office, PREA correspondence of any kind, federal and state legislators, and the Governor of New Mexico.
5. Mailroom staff will track postage for accountability on the mailroom roster.
6. When the inmate exceeds the provided postage allowance above and bears the mailing cost, it will be documented on the debit memo submitted by the inmate.
7. Outgoing certified and registered mail is permitted if the inmate sender has the funds to pay for such service.

C. Publications: [5-ACI-7D-04]

1. Inmates will be allowed to receive publications when received directly from approved vendors, pursuant to specified criteria described in rejection of mail procedures below.
2. Inmate housed in Level I, II, and III facilities, may access newspaper publications at the facility library during normal business hours.
3. Junk mail, pamphlets, leaflets, brochures, etc., will be judged by the same standards as other correspondence; however, any incoming mail not addressed to an inmate may be discarded at the discretion of prison officials.

D. Incoming Packages for Inmates:

1. Inmates will be allowed to receive packages provided all the following conditions are met:
 - a. Approval for receipt of said packages has been given in advance by a Deputy Warden or designee pursuant to the provisions of this section.
 - b. The package has been sent directly from the vendor and purchased through the business office.
 - c. The contents of the package must be items normally allowed to be retained by inmates and must not cause the inmate to exceed the allowed property quantities.
 - d. Contents that are not available from the canteen and can reasonably be examined for contraband.

E. Inspection of Mail:

1. All mail, both incoming and outgoing letters, publications, and packages, excluding legal mail and privileged correspondence, may be opened, and will be routinely inspected for contraband, cash, checks, and money orders. Mail is read, censored, or rejected based on legitimate institutional interest of order and security. **[5-ACI-7D-05] [5-ACI-7D-07]**
2. All inmates will be held responsible for the contents of their outgoing letters and deliberate violations may result in a misconduct report. Violations of postal laws may result in referral for prosecution to federal authorities.
3. Money in the form of a cashier's check or money orders may be sent to an inmate in accordance with Inmate Trust Accounts policy (*CD-024500*).
4. Each facility shall maintain strict accountability and control of all money received through the mail. Cashier's checks and money orders shall be tracked before forwarding to inmate accounts (i.e., receipt book, database, log, etc.). All monies held overnight must be secured in a locked box in a designated location.

F. Legal Mail and Privileged Correspondence: [5-ACI-3D-02] [5-ACI-7D-06]

1. Incoming and outgoing legal mail and privileged correspondence may be opened, inspected, and read to the limited extent necessary to determine its legitimacy; in the presence of the inmate in an appropriate, secure area of the facility by the Warden or a designee to help determine if the mail is legitimate, contains contraband or when there is an indication of contamination.
2. Opened privileged correspondence will be documented on the Receipt for Open Privileged Mail form (*CD-151201.3*).
3. Distribution of legal mail will be completed by a staff member designated by the facility warden.

- a. The legal or privileged correspondence will be opened in a secure area, in the presence of the inmate.
- b. The designated area will have a copy machine and shredder in the room.
- c. The mail will be inspected to determine its legitimacy. The content will be viewed to the limited extent necessary to determine its legitimacy. The mail will be immediately photocopied with the inmate present and sent encrypted electronically to the authorized device.
- d. The original item will be shredded in the presence of the inmate or returned to the sender at the inmate's expense.
- e. If the inmate requires a paper copy, a copy will be provided at no expense.

G. Correspondence with Clergy:

1. Mail sent or received from clergy is not considered legal mail or privileged correspondence.

H. Forwarding of Mail:

1. First-class letters are sent to inmates via electronic delivery. All correspondence received at the digital mail center is forwarded to the inmate's current housing location. **[5-ACI-7D-10]**
2. First-class letters and packages will be forwarded upon an inmate's release. **[5-ACI-7D-10]**
3. If the inmate is no longer incarcerated, first-class mail will be forwarded for a period of 180 days to the address provided to the facility by the inmate upon their department. If no address was provided or the timeframe has exceeded 180 days the mail will be returned to the post office marked "return to sender."

I. Rejection of Mail, Enclosures and Publications:

1. Mail, enclosures, packages, photos and publications will be rejected if they are detrimental to internal security of the institution or other legitimate penological interests. Rejection examples below may not be all inclusive but are intended as a reference:
 - a. Item contains contraband.
 - b. Item facilitates criminal activity.
 - c. Item contains single photo of inmate.
 - d. Item depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
 - e. Item instructs how to build weapons, ammunition, bombs, or incendiary devices.
 - f. Item depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
 - g. Item depicts or describes methods or procedures for smuggling prison contraband.
 - h. Item depicts or describes techniques or methods for rioting or information instructive in hostage or riot negotiation techniques.

- i. Item depicts, encourages, or describes methods of escape from secure facilities.
 - j. Item contains blueprints, maps, drawings, or other descriptions of in-state or out-of-state secure facilities.
 - k. Item contains detailed or topographical maps of other states or the state of New Mexico, which could aid an incarcerated individual in an escape.
 - l. Item contains a pictorial depiction of nudity or a pictorial depiction of sexual activity, unless item, taken as a whole, is literary, artistic, educational, or scientific in nature.
 - m. Item contains child pornography, promotes sexual exploitation of children, depicts or portrays models of any age as children in sexual provocative poses or engaged in sexual activity, or depicts full or partial nudity of children in a non-pornographic context but, which could promote or encourage prurient interest in the sexual performance of child.
 - n. Item contains written sexually explicit material which, by its nature or content, poses a threat to the security, good order, or discipline of the correctional facility.
 - o. Item depicts or describes hand signs, insignias, graffiti, or any other identifiers depicting or pertaining to a gang, or text that describes or depicts gang or other unauthorized group activity in such a way that it would promote or instruct in the formation of such groups inside a correctional facility.
 - p. Item contains information which appears to be written in code or other attempts to circumvent correspondence regulations and is deceptive.
 - q. Item violates facility rules and regulations.
2. Hardbound publications are prohibited.
 3. Items will not be rejected solely because content is religious, philosophical, political, social, sexual, unpopular or repugnant.
 4. Stamps, stickers, oil, lipstick, perfumed paper, blank personal stationery or writing paper, self-addressed stamped envelopes and pre-stamped or self- stamped blank envelopes are not permitted.
 5. Photographs will be rejected only pursuant to the same standards and procedures as publications. An inmate may not have a picture of themselves alone.
 6. Cash or personal checks will not be accepted on behalf of inmates. Any such items received will be documented (including serial numbers and value) and returned to the sender.
 7. When mail items, enclosures, or packages are rejected the inmate and the sender will be notified in writing on the Mail Rejection form (*CD-151201.1*) with the reason for the rejection indicated. **[5-ACI-7D-05]**
 8. Rejected outgoing mail shall be withheld, photocopied and filed for future reference, prior to return or destruction.
 9. Rejection of publications will require review by the publication review panel, consisting of three staff members designated by the Deputy Director of Adult Prisons. The panel will determine whether the rejection is necessary and whether the rejected material poses a security risk detrimental to penological interest.

10. Rejection of publications will be made on an individual basis. Subscription based publications will not be placed on a permanent excluded list and shall be reviewed as to each individual subscription issue and rejected on each individual issue.
11. When publications are rejected, the inmate will be notified in writing on the Publication Review Panel Determination form (*CD-151201.4*).
12. Rejections of any mail, enclosure or publication that an inmate claims to be religious should be reviewed by NMCD legal counsel.
13. Any inmate whose mail, enclosure, package or publication is rejected may contest the rejection through the inmate grievance procedure.

J. Disposition of Contraband: [5-ACI-7D-08]

1. Suspicious material will be given to local law enforcement and mail will not be scanned. NMCD will be notified by Securus Guarded Exchange that contraband was found. If contraband was discovered after mail is scanned, then the letter will be “revoked” and a notification will be sent.
2. Inmates attempting to send contraband will be subject to administrative disciplinary action and legal prosecution.
3. All disposition of contraband will be documented and, in those cases, where administrative and criminal proceedings result from the confiscation of contraband, a chain of custody shall be attached and maintained.

K. Income Tax Forms:

1. The mailroom officer shall inspect all outgoing and incoming inmate mail for any type of completed Internal Revenue Service (IRS) or New Mexico (NM) Taxation and Revenue Income Tax Forms being sent out by an inmate.
2. When the mailroom officer discovers a completed tax form being sent out or received by an inmate, he or she shall immediately affix his or her initials and the date clearly on each tax form, front and back, and on the envelope used to send the forms.
3. The mailroom officer shall use the **Mailroom Tax Form Tracking Log** form (*CD-151201.5*) to monitor and track the activity of these tax forms, assuring that the date on the form is consistent with the date on the log.
4. The mailroom officer shall then make a copy of each tax form, front and back, along with any correspondence and the envelope assuring that his or her initials and date are legible on the copies and forward them to the Security Threat Intelligence Unit (STIU) for handling in accordance with CD-131500.
5. The mailroom officer shall then process the original income tax forms along with any correspondence through normal mailroom procedures.

6. If the mailroom officer discovers an income tax refund check sent to an inmate, he or she shall log the pertinent information on the **Mailroom Tax Form Tracking Log** form (*CD-151201.5*) and forward the check, along with any correspondence, to the NMCD Office of Professional Standards.

**NEW MEXICO CORRECTIONS DEPARTMENT
MAIL REJECTION**

Facility: _____
Inmate Name: _____ Offender #: _____
Housing Unit: _____ Date: _____
Name & Address of Sender: _____

THE FOLLOWING ITEMS HAVE BEEN RETURNED FOR THE FOLLOWING REASONS:

Monies: Cash ☐ Personal Check ☐ Money Order ☐ Greeting Card / Post Card ☐
☐ Correspondent sending money order is not on inmate's approved visiting list.

Publication Review Panel Determination:

Magazine: _____ **Issue:** _____ **Photograph(s):** _____

Packages: ☐ Not Directly from Vendor
☐ No official vendor label
☐ Unauthorized item: _____
☐ No prior written approval from Property Office or Deputy Warden
☐ Items sent were not purchased through Facility Business Office

Article _____ **Other** _____

Enclosure in First-Class Letter: _____
(Unauthorized item for inmate retention)

☐ Printed matter not from publisher or vendor.

Comments:

Mailroom Staff: _____ / _____
Print/Sign (date)

Administration Verification: _____ / _____
Print/Sign (date)

Inmate Notified: _____ (date)
Sender Notified: _____ (date)

NEW MEXICO CORRECTIONS DEPARTMENT INCOMING LEGAL MAIL & PRIVILEGED CORRESPONDENCE LOG

Date Received: _____ Facility: _____

Delivery Staff: _____ / _____ Supervisor: _____ / _____
Print / Sign Print / Sign

[illegible]

**NEW MEXICO CORRECTIONS DEPARTMENT
RECEIPT FOR OPEN LEGAL/PRIVILEGED MAIL**

This is to inform you that a letter or package classified as legal/privileged correspondence was received for you.
Facility: _____ Date Received: _____

INMATE NAME	OFFENDER#	HOUSING UNIT

This correspondence was:

☐ Opened when received from the U.S. Post Office

☐ Opened accidentally: (brief explanation below):

☐ Opened in your presence by the Warden or designee in accordance with ACA expected practices to determine if the correspondence is counterfeit and/or contains contraband.

☐ No Contraband

☐ Contained the following contraband: _____

By signing this document, you indicate that you have been informed of the reason(s) your legal/privileged mail was opened. You also indicate you understand that you have the right to appeal the opening of your legal/privileged mail.

Please keep a copy of this document for your records.

Staff Delivering: _____ / _____ Date: _____

Inmate Name and Offender #: _____ Date: _____

XC: Mailroom
Inmate

NEW MEXICO CORRECTIONS DEPARTMENT
Publication Review Panel Determination

Date: _____ Inmate Name: _____ Offender #: _____

The Publication Review Panel's final determination is as follows:

- ☐ Item(s) is/are within correspondence guidelines.
☐ Item(s) is/are not within correspondence guidelines.
☐ Other: _____, refer to comments section below.

The Publication Review Panel also makes the following recommendation in regard to the handling of photographs:

- ☐ Return to sender
☐ Submit to STIU for Review
☐ Return to sender's Warden
☐ Approve for inmate to receive _____

Comments:

- ☐ Item contains contraband. ☐ Item facilitates criminal activity. ☐ Item contains single photo of inmate.
☐ Item depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
☐ Item instructs how to build weapons, ammunition, bombs, or incendiary devices.
☐ Item depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
☐ Item depicts or describes methods or procedures for smuggling prison contraband.
☐ Item depicts or describes techniques or methods for rioting or information instructive in hostage or riot negotiation techniques.
☐ Item depicts, encourages, or describes methods of escape from secure facilities.
☐ Item contains blueprints, maps, drawings, or other descriptions of in-state or out-of-state secure facilities.
☐ Item contains detailed or topographical maps of other states or the state of New Mexico, which could aid an incarcerated individual in an escape.
☐ Item contains a pictorial depiction of nudity or a pictorial depiction of sexual activity, unless the item, taken as a whole, is literary, artistic, educational, or scientific in nature.
☐ Item contains child pornography, promotes sexual exploitation of children, depicts or portrays models of any age as children in sexual provocative poses or engaged in sexual activity, or depicts full or partial nudity of children in a non-pornographic context but, which could promote or encourage prurient interest in the sexual performance of child.
☐ Item contains written sexually explicit material which, by its nature or content, poses a threat to the security, good order, or discipline of the correctional facility.
☐ Item depicts or describes hand signs, insignias, graffiti, or any other identifiers depicting or pertaining to a gang, or text that describes or depicts gang or other unauthorized group activity in such a way that it would promote or instruct in the formation of such groups inside a correctional facility.
☐ Item contains information which appears to be written in code or other attempts to circumvent correspondence regulations and is deceptive.
☐ Item violates facility rules and regulations, specifically: _____
☐ Other: _____

Panel Chairperson

Panel Member

Panel Member

For Mailroom Use:

- ☐ Make copy of page(s): _____ ☐ Make copy of item(s) listed in comment section.

New Mexico Corrections Department Mailroom Tax Form Tracking Log

Facility: _____

[illegible]

NEW MEXICO CORRECTIONS DEPARTMENT
Inmate to Inmate Correspondence Request

To: _____

From: _____

Date of Request: _____

I, Inmate: _____, Offender # _____

am requesting to contact their: _____, *(insert relationship)*

Name: _____, Offender# _____

Current Facility Location: _____

To be completed by Classification Officer:

Verification, by classification officer, of immediate family or Marriage:

CMIS _____

NM COURTS _____

FILE _____

Number of major level reports within the past 12 months: _____ *(must be zero to qualify)*

Number of minor level reports within the past 6 months: _____ *(must be zero to qualify)*

Classification Officer Signature: _____ Approved (☐) Denied (☐) Date: _____

Date Forwarded to Warden: _____

XC: Inmate file



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

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Phone: 505.827.8645 Fax: 505.827.8533 www.cd.nm.gov

Date:

To: *Insert receiving facility warden's name and title*

From: *Insert sending facility warden's name and Title*

RE: **INMATE TO INMATE CORRESPONDENCE APPROVAL FORM**

Insert Requesting Facility Inmate: insert name and offender number

Insert Receiving Facility Inmate: insert name and offender number

Relationship: *insert relationship of the inmates*

- The relationship has been verified through _____.
- Inmate meets clear conduct criteria (1 year from a major level report/6 month from a minor)

Warden insert receiving warden's name,

Our inmate would like to request correspondence privileges with your inmate. Our records confirm the relationship between these inmates. It is expected the inmates' letters will comply with the rules and regulations of both facilities.

New Mexico Corrections Department policy CD-151201, states "Inmate to inmate correspondence must be between immediate family members and only with the documented approval of the sending and receiving facility wardens" Correspondence should always be inspected and screened at both facilities.

Please indicate your decision below and return to:

Insert Facility Name

Insert Facility Address

Insert Facility City, State, Zip Code

Thank you,

Requesting Warden's Signature

Date

Approved ()

Denied ()

Receiving Warden's Signature

Date

Approved ()

Denied ()

XC: Mailroom
Inmate File