



WYOMING DEPARTMENT OF CORRECTIONS

DIRECTOR'S EXECUTIVE ORDER

#08-004

Subject:	INMATE MAIL POLICY REVISION Page 1 of 5		
Reference:		Effective Date:	October 1, 2008
		Expiration Date:	October 1, 2009
Approved:	_____ R.O. Lampert Robert O. Lampert, Director		_____ 10-6-08 Date

I. PURPOSE

- A. **Revision to Inmate Mail Policy.** The purpose of this Director's Executive Order (DEO) is to amend WDOC Policy and Procedure #5.401, *Inmate Mail*, to provide clarification for Wyoming Department of Corrections staff and inmates regarding the regulation of correspondence between incarcerated individuals.

II. DEFINITIONS

- A. **Co-Parties:** Two (2) or more individuals involved together in the same lawsuit or named together in the same court proceeding. Co-parties include co-plaintiffs (two (2) or more persons filing suit together) and co-petitioners (two (2) or more persons filing a common petition asking the court for a ruling).
- B. **Examine:** (*For this policy only.*) To open and examine or view, including the reading and/or photocopying of contents. All non-privileged incoming and outgoing mail is subject to examination at any time. Privileged mail is subject to scan search and examination upon the written approval of the Chief Executive Officer or acting Chief Executive Officer only.
- C. **Immediate Family Member:** (*For this policy only.*) Those related by blood, adoption, or current valid marriage as spouse, parent, grandparent, children, or siblings only. Validation of the relationship as required may come from the inmate's Pre-Sentence Investigation (PSI) report, personal history summary or other documentation.
- D. **Incarcerated Individual:** (*For this policy only.*) Any person currently confined in any foreign, federal, state, or local correctional facility, including jails.

