

## Mailroom staff

Mailroom staff shall assess publications **within 7 days** of receipt to the facility and shall:

1. Inspect the publication to determine the presence of contraband and assess whether the publication is redacted, altered or modified from the originally published edition.
2. If a publication has been redacted, altered or modified or contains contraband; forward the items to the appropriate staff pursuant to institutional policy to complete proper documentation including DOC212 and for disposal pursuant to DR 501C.
3. Check the publication against the approved, conditionally approved, banned and disapproved publication lists.
4. Promptly deliver any acceptable or non-questionable publication to the offender.
5. If the publication is questionable or on a banned or disapproved list, forward the publication to the facility Publication Review Officer.

