

EXHIBIT 21

TO

DECLARATION OF KATHERINE CHAMBERLAIN  
IN SUPPORT OF PLAINTIFF'S MOTION FOR  
PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR  
DECLARATORY AND INJUNCTIVE RELIEF



## MAIL VIOLATION NOTICE

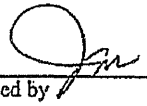
INMATE NAME: WEISENBERGER, JOHN WILLIAMDATE: 10/24/2011INMATE POD: J-POD 15

The mail that is addressed or sent by the above inmate is in violation of the facility mail policy. The Post Card has been returned to sender or placed into the inmates property for the following reason(s):

<input type="checkbox"/>	No Inmate Name	<input type="checkbox"/>	Incomplete Return Address
<input type="checkbox"/>	Stickers of any kind (Includes Address Labels)	<input type="checkbox"/>	Rubber Inked Stamps
<input type="checkbox"/>	Tape/ Glue	<input type="checkbox"/>	Lipstick
<input type="checkbox"/>	Colored Pencils	<input type="checkbox"/>	Paperclips / Staples etc.
<input type="checkbox"/>	Correction Tape / Fluid	<input type="checkbox"/>	Crayon:
<input type="checkbox"/>	Paint	<input type="checkbox"/>	Watercolor
<input type="checkbox"/>	Food / Beverage Stains	<input type="checkbox"/>	Perfume / Cologne
<input checked="" type="checkbox"/>	Do not accept periodicals	<input type="checkbox"/>	Inappropriate Content (BOOK)
<input type="checkbox"/>	Inappropriate Content (POSTCARD)	<input type="checkbox"/>	No Envelopes

Additional Remarks: Magazines not accepted/prohibited  
Put in property # 183

JOHN MCMILLER

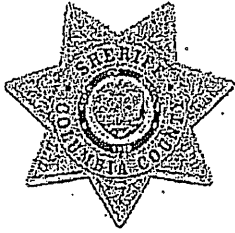
  
 Mail inspected by


CC 000998

EXHIBIT 22

TO

DECLARATION OF KATHERINE CHAMBERLAIN  
IN SUPPORT OF PLAINTIFF'S MOTION FOR  
PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR  
DECLARATORY AND INJUNCTIVE RELIEF



## MAIL VIOLATION NOTICE

INMATE NAME: WEISENBERGER, JOHN WILLIAMDATE: 10/31/2011INMATE POD: J-POD 15

The mail that is addressed or sent by the above inmate is in violation of the facility mail policy. The Post Card has been returned to sender or placed into the inmates property for the following reason(s):

<input type="checkbox"/>	No Inmate Name	<input type="checkbox"/>	Incomplete Return Address
<input type="checkbox"/>	Stickers of any Kind (Includes Address Labels)	<input type="checkbox"/>	Rubber Inked Stamps
<input type="checkbox"/>	Tape/ Glue	<input type="checkbox"/>	Lipstick
<input type="checkbox"/>	Colored Pencils	<input type="checkbox"/>	Paperclips / Staples etc.
<input type="checkbox"/>	Correction Tape / Fluid	<input type="checkbox"/>	Crayon
<input type="checkbox"/>	Paint	<input type="checkbox"/>	Watercolor
<input type="checkbox"/>	Food / Beverage Stains	<input type="checkbox"/>	Perfume / Cologne
<input checked="" type="checkbox"/>	Do not accept periodicals	<input type="checkbox"/>	Inappropriate Content (BOOK)
<input type="checkbox"/>	Inappropriate Content (POSTCARD)	<input type="checkbox"/>	No Envelopes

Additional Remarks: Magazines placed in Property Box #183

JOHN MCMILLER

Mail inspected by



CC 000999



EXHIBIT 23

TO

DECLARATION OF KATHERINE CHAMBERLAIN  
IN SUPPORT OF PLAINTIFF'S MOTION FOR  
PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR  
DECLARATORY AND INJUNCTIVE RELIEF

## COLUMBIA COUNTY JAIL INMATE REQUEST FORM

Inmates Full Name: <u>David Spain</u> DOB: <u>09-17-69</u> POD/Cell: <u>C-4-2</u>	
Date: <u>11-10-10</u> Booking Number (located on ID Card): <u>2010002154</u>	
Law Library	Date Requested for use: <u>ATTN:</u> Law Library: _____ Law Computer: _____
Visiting Sign-Up	1. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
Visitor Change List	2. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
	3. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
	4. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
	5. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
*****Need to read pages 16-17 of the Inmate Manual for Visiting Information*****	
First SGT cutwrite Other	Explain your issue: <u>My issue is that two post cards a week just isn't enough. I have four beautiful children and there ages are 11-10-8-5 years of age. It's unfair to only send one card for all of my children. I don't understand why I can only write one card a week. I write more then that if you asked other officers or SGT's they will confirm that I'm always asking for more post cards. Post cards is the only contact I have with my children. you will not let me use the phone because its long distance. I can't call my family collect because they have no collect calls this. There something we can do to get me more postcards thank you have a nice day.</u>
*****Staff Use Only Below This Line*****	
Date/ Time Recieved: <u>11/10/10</u> Receiving Deputy: <u>MLH</u> <u>You may have 2 postcards per week w/ indigent lot. We cannot continue to give you or anyone else extra post cards each week. It is up to you who you write to, per Sgt Memiller</u>	
Date/ Time Answered: <u>11/11/10</u> Answering Deputy: <u>[Signature]</u>	



CC 001162

EXHIBIT 24

TO

DECLARATION OF KATHERINE CHAMBERLAIN  
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DECLARATORY AND INJUNCTIVE RELIEF

## COLUMBIA COUNTY JAIL INMATE REQUEST FORM

Inmates Full Name: <u>Eric Steven Wilcoxson</u> DOB: <u>8/25/83</u> POD/Cell: <u>B72</u>	
Date: <u>9/10/11</u> Booking Number (located on ID Card): <u>2011000522</u>	
Law Library	Date Requested for use: Law Library: _____ Law Computer: _____
Visiting Sign-Up	1. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
Visitor Change List	2. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
	3. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
	4. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
	5. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
*****Need to read pages 16-17 of the Inmate Manual for Visiting Information*****	
Other	<p>Explain your issue: <u>I am an indigent inmate and as such only get 2 postcards a week and can only receive postcards per A.C.I.C. This limits the mail I can send and adds financial burden to my family. For the cost of a stamp or about half what was charged for a postcard I can send 10 times the amount of a postcard or receive a similar amount. If your intent is not to limit my family contact why can't I get 20 postcards a week? It seems it would be simpler and</u></p> <p><b>RECEIVED</b></p> <p>*****Staff Use Only Below This Line*****</p> <p>Date/ Time Received: <u>SEP 11 2011</u> Receiving Deputy: <u>Johnson</u></p> <p><b>COLUMBIA COUNTY JAIL</b></p> <p><u>I am not sure how this limits your mail as an indigent inmate you would only get two envelopes and two pieces of paper per week. The decision to switch to post cards was made due to a change in policy and is the current practice of our facility.</u></p> <p>Date/ Time Answered: <u>09/19/11</u> Answering Deputy: <u>30771</u></p>

\*\*\* Attention: Cutwright \*\*\*



CC 001021

and cheaper to allow mail. Then I wouldn't have to choose between writing a too short postcard to more than one person or a still too short letter to one person keeping others in the dark until I can save up enough to write everyone. In that case I could send sufficiently detailed letters to multiple people per week and receive equally detailed letters in return. As it is it just appears to conveniently save time and make more money at the cost of indigent inmates since inmates with money can still send as much mail as they could previously it just costs 40 times as much.

CC 001022

EXHIBIT 25

TO

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## COLUMBIA COUNTY JAIL INMATE REQUEST FORM

Inmates Full Name: <u>ANTHONY A. HERRERA</u> DOB: <u>4-30-92</u> POD/Cell: <u>ATT-10</u>	
Date: <u>9/2/11</u> Booking Number (located on ID Card): <u>2011001729</u>	
Law Library	Date Requested for use: _____ Law Library: _____ Law Computer: _____
Visiting Sign-Up	1. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
Visitor Change List	2. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____ 3. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____ 4. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____ 5. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
*****Need to read pages 16-17 of the Inmate Manual for Visiting Information*****	
Other	Explain your issue: <u>I WOULD LIKE MY RED ADDRESS BOOK FROM PRISON. CAN I HAVE IT SENT IN OR CAN AN APPROVED VISITOR BRING IT TO BOOKING? THANK YOU</u> <u>ALSO I HAVE LEGAL MAIL AT HOME I NEED FOR THIS CASE (PENDING) MAY I HAVE THAT SENT IN?</u>
*****Staff Use Only Below This Line*****	
Date/ Time Recieved: _____	Receiving Deputy: _____
<u>The address book will not be accepted.</u> <u>You can have your legal mail sent in via your attorney. Just have your family get it to the attorney and they can mail it to you.</u>	
Date/ Time Answered: <u>09/05/11 1116</u>	Answering Deputy: <u>30771</u>



CC 000727

EXHIBIT 26

TO

DECLARATION OF KATHERINE CHAMBERLAIN  
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PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR  
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## COLUMBIA COUNTY JAIL INMATE REQUEST FORM

Inmates Full Name: <u>Martin Key</u> DOB: <u>3-2-87</u> POD/Cell: <u>B-TC/</u>	
Date: <u>8-6-10</u> Booking Number (located on ID Card): <u>2010001PR</u>	
Law Library	Date Requested for use: _____ Law Library: _____ Law Computer: _____
Visiting Sign-Up	1. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
Visitor Change List	2. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____ 3. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____ 4. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____ 5. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
*****Need to read pages 16-17 of the Inmate Manual for Visiting Information*****	
other	Explain your issue: <u>I am going to need to send some letters to my probation officer to request information and paperwork. Please send me four standard legal envelopes and four large legal envelopes.</u> <u>Thank You</u>
*****Staff Use Only Below This Line*****	
Date/ <b>RECEIVED</b> _____ Receiving Deputy: _____	
<u>AUG 07 2010</u> <u>YOUR PROBATION OFFICER IS NOT CONSIDERED LEGAL/OFFICIAL</u>	
<u>COLUMBIA COUNTY</u> <u>MAIL YOU WILL NEED TO SEND A PD KITE OR A</u>	
<u>JAIL</u> <u>POSTCARD.</u>	
Date/ Time Answered: <u>08/07/10</u> <u>055</u> Answering Deputy: <u>[Signature]</u>	
CC 000793	



EXHIBIT 27

TO

DECLARATION OF KATHERINE CHAMBERLAIN  
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DECLARATORY AND INJUNCTIVE RELIEF

COLUMBIA COUNTY SHERIFF'S OFFICE  
INSTITUTION'S DIVISION

## INMATE GRIEVANCE FORM

No 000307

**INSTRUCTIONS:** Follow the rules in the Inmate Handbook regarding the facility's grievance procedures. Fill in the blanks in the first two sections. If you need more room, use additional sheets of paper, but not additional forms. If you want to grieve more than one issue, use a separate form for each issue.

\*\*\*\*\*

## Reason for Grievance (check one):

- ☐ conditions of confinement    ☐ medical care    ☐ general classification procedures  
☐ general discipline procedures    ☐ participation in inmate programs  
☐ religious practices    ☒ telephone, mail and visiting procedures    ☐ other (be specific)

\*\*\*\*\*

Inmate's Name: Tunnie Donald SID: 15883151 Cell: DT3  
 Grievance: I AM FORCED TO CORRESPOND WITH MY CHILDREN WHO ARE UNDER THE AGE OF 12 ON A POST CARD THAT HAS A MAN WITH A PISTOL, A KNIFE, AND A SHOTGUN. IT IS VERY INAPPROPRIATE FOR CHILDREN ESPECIALLY BIRTHDAY.

Inmate Signature: [Signature] Date/Time: 1-29-10  
 Receiving Deputy Signature: [Signature] DPSST# 49242 Date/Time: 1/29/2010

\*\*\*\*\*

## Deputy's

Response: We are in the process of finding an alternative postcard. This is not a grievable issue.

Deputy's Signature: [Signature] DPSST# 49242 Date/Time: 1/29/2010  
 Inmate's signature accepting deputy's resolution of grievance: \_\_\_\_\_ Date/Time: \_\_\_\_\_

\*\*\*\*\*

## Supervisor's Review:

Date/Time Received: 01/29/10 2200

Mr. Tunnie, you and I spoke in length about alternatives to the post cards including maybe allowing you to purchase art paper. I told you I would speak to the supervisors and get an answer to you, but this is not a grievable issue. You will have to be patient.

Supervisor's Signature: [Signature] DPSST# 38847 Date/Time: 01/29/10 2330  
 Inmate's signature accepting supervisor's resolution of grievance: \_\_\_\_\_ Date/Time: \_\_\_\_\_

\*\*\*\*\*

## Administrators Review:

Date/Time Received: 02/09/10

We have Special Occasion cards for sale on the commissary, they can be mailed just the same as the post cards. When released all postage will be paid as the inmate leaves the facility, stamps will be provided.

Administrator's Signature: [Signature] DPSST# 30771 Date/Time: 02/09/10 1400  
 Inmate's signature accepting deputy's resolution of grievance: [Signature] Date/Time: 02/09/10 1400

\*\*\*\*\*

Distribution: White - Administrator's Copy    Canary - Inmate File    Pink - Inmate Copy

EXHIBIT 28

TO

DECLARATION OF KATHERINE CHAMBERLAIN  
IN SUPPORT OF PLAINTIFF'S MOTION FOR  
PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR  
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# COLUMBIA COUNTY JAIL INMATE REQUEST FORM

Inmates Full Name: <u>Brad Berg</u> DOB: _____ POD/Cell: <u>J</u>	
Date: <u>2-7-12</u> Booking Number (located on ID Card): <u>2011000358</u>	
Law Library	Date Requested for use: _____ Law Library: _____ Law Computer: _____
Visiting Sign-Up	1. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
Visitor Change List	2. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
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	4. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
	5. Visitor Name: _____ DOB: _____ Children: _____ Relationship: _____ Remove/ Add _____ Approved/ Denied _____
*****Need to read pages 16-17 of the Inmate Manual for Visiting Information*****	
Other	Explain your issue: <u>Could you provide me a copy of CCI's new mail policy please. We were told that the recent changes would be posted in the units but that hasn't happened. The recent added date of delay for mail processing hinders legal mail, and court response times. Lastly, we never receive mail at the same time of day. Ofc's have told us that would change.</u>
****Staff Use Only Below This Line**** Please Advise	
Date/ Time Received: _____ Receiving Deputy: _____	
<u>The mail policy is changing and the information that affects inmates mail as far as outgoing and incoming mail remains the same. Mail will be processed within 24 hours of it being received. When the policy is finalized the inmate portion will be made available via a pod memo and placed in the new up coming inmate manual.</u>	
<u>There will be no change in the outgoing mail. Incoming mail will be sorted and delivered around 8:00am.</u>	
Date/ Time Answered: <u>02/08/12</u> Answering Deputy: <u>6771</u>	

CC 000679

EXHIBIT 29

TO

DECLARATION OF KATHERINE CHAMBERLAIN  
IN SUPPORT OF PLAINTIFF'S MOTION FOR  
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Date : 03/28/2012

Page : 2

# JAIL INCIDENT REPORT

COLUMBIA COUNTY SHERIFF'S OFFICE

2011000628

INCIDENT DATE 06/25/2011	TIME: 22:00	DESC. INMATE WESTMORELAND ASKING FOR A GRIEVANCE						
<p>WHERE DID INCIDENT OCCUR? : J POD</p> <p>CAUSE OF INCIDENT : HE SAID THAT HE WANTED TO GRIEVE THE MAIL PROCESS AT THE JAI</p> <p>EVIDENCE COLLECTED : WHEN ASKED WHY HE EXPLAINED THAT IN ORDER TO JOIN THE LAWSUI HE WOULD NEED TO FILE A GRIEVANCE FIRST</p>								
<p><b>FACTS OF INCIDENT</b></p> <p>On 06-25-11 at approximately 2200 Inmate Westmoreland asked me for a grievance for the mail process. When I asked why he wanted to grieve the process he explained that in order to join the "lawsuit" he would need to go through the correct steps by filing a grievance first. I explained to him that getting a grievance just to become a part of a lawsuit was not a legitimate need for one, however if he truly had an issue that needed to be resolved I would get him a grievance. On the next round another inmate in the same pod as Inmate Westmoreland asked him for a grievance on the same issue.</p>								
<p><b>ACTION(S) TAKEN/RECOMMENDATION</b></p> <p>On 06-26-11 at approximately 2015 I talked with Inmate Westmoreland in booking about him asking for a grievance from the night before. He explained to me that his issue was that he feels that he should be able to write someone a letter if he feels to as opposed to writing a postcard. I explained to him again that if he had an issue with the mail process that he wanted to try and get resolved I would be more than happy to get him a grievance and answer it for him when he was done. Inmate westmoreland said that he would like some time to think about the issue because he</p>								
<p><b>INMATE(S) INVOLVED</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">INMATE NAME</th> <th style="width: 25%; text-align: left;">HOW INVOLVED?</th> <th style="width: 25%; text-align: left;">CELL ASSIGNMENT</th> </tr> </thead> <tbody> <tr> <td>WESTMORELAND, ROBERT EUGENE</td> <td>Participant</td> <td>J-POD</td> </tr> </tbody> </table>			INMATE NAME	HOW INVOLVED?	CELL ASSIGNMENT	WESTMORELAND, ROBERT EUGENE	Participant	J-POD
INMATE NAME	HOW INVOLVED?	CELL ASSIGNMENT						
WESTMORELAND, ROBERT EUGENE	Participant	J-POD						
<p><b>OFFICER(S) INVOLVED</b></p> <p>MOORE, SEAN</p>								
<p>ENTERED BY: JON KERNUTT</p>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><input checked="" type="checkbox"/> OFFICER MAKING REPORT</p> <p>DATE _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p><input checked="" type="checkbox"/> SUPERVISOR'S SIGNATURE</p> <p>DATE _____</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p><input checked="" type="checkbox"/> OPERATIONS MANAGER'S SIGNATURE</p> <p>DATE _____</p> </td> <td></td> </tr> </table>			<p><input checked="" type="checkbox"/> OFFICER MAKING REPORT</p> <p>DATE _____</p>	<p><input checked="" type="checkbox"/> SUPERVISOR'S SIGNATURE</p> <p>DATE _____</p>	<p><input checked="" type="checkbox"/> OPERATIONS MANAGER'S SIGNATURE</p> <p>DATE _____</p>			
<p><input checked="" type="checkbox"/> OFFICER MAKING REPORT</p> <p>DATE _____</p>	<p><input checked="" type="checkbox"/> SUPERVISOR'S SIGNATURE</p> <p>DATE _____</p>							
<p><input checked="" type="checkbox"/> OPERATIONS MANAGER'S SIGNATURE</p> <p>DATE _____</p>								



CC 001009

EXHIBIT 30

TO

DECLARATION OF KATHERINE CHAMBERLAIN  
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DECLARATORY AND INJUNCTIVE RELIEF




Date : 03/26/2012

Page : 2

# JAIL INCIDENT REPORT

COLUMBIA COUNTY SHERIFF'S OFFICE

2012000130

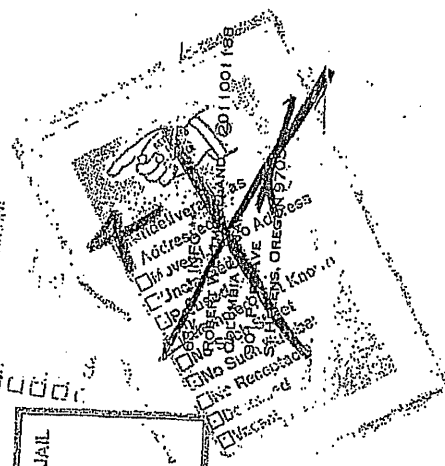
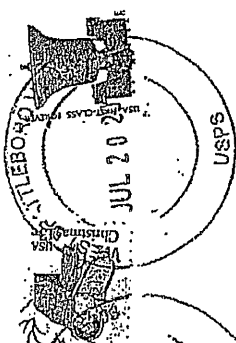
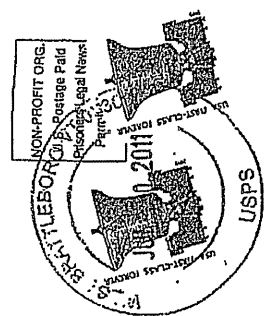
INCIDENT DATE 02/10/2012	TIME: 15:30	DESC: RETURNED ENVELOPES FROM LUCY LENUOX PRISON NEWS																											
WHERE DID INCIDENT OCCUR? : COLUMBIA COUNTY JAIL CAUSE OF INCIDENT : ENVELOPE NOT ADDRESSED PROVIDED MAIL PER POLICY EVIDENCE COLLECTED : EIGHT ENVELOPS																													
<b>FACTS OF INCIDENT</b> On 02.10.12 at shift change Sgt. McMiller advised eight inmates of their returned envelope.																													
																													
<b>ACTION(S) TAKEN/RECOMMENDATION</b> Eight envelopes from listed inmates placed in Sgt.'s Office by Sgt. Rigdon.																													
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TEMPLE, WILLIAM MATHEW	Participant	J-POD																											
<b>OFFICER(S) INVOLVED</b>																													
ENTERED BY: MARTI KYLES																													
<input checked="" type="checkbox"/> OFFICER MAKING REPORT	DATE	<input checked="" type="checkbox"/> SUPERVISOR'S SIGNATURE																											
<input checked="" type="checkbox"/> OPERATIONS MANAGER'S SIGNATURE	DATE																												

CC 000639

EXHIBIT 31

TO

DECLARATION OF KATHERINE CHAMBERLAIN  
IN SUPPORT OF PLAINTIFF'S MOTION FOR  
PARTIAL SUMMARY JUDGMENT ON CLAIMS FOR  
DECLARATORY AND INJUNCTIVE RELIEF



INSPECTED BY COLUMBIA COUNTY JAIL	
RETURN TO SENDER	<input checked="" type="checkbox"/>
PERSON NOT HERE	<input checked="" type="checkbox"/>
COUNTERAGAND	<input checked="" type="checkbox"/>
INTER-FACILITY	<input checked="" type="checkbox"/>
REFUSE VIOLATES SECURITY	<input checked="" type="checkbox"/>

Prison Legal News  
PO Box 2420  
West Brattleboro VT 05303



# PRISON

## Legal News

VOL. 20 No. 5

ISSN 1075-7678

*Dedicated to Protecting Human Rights*

May 2009

### Sexual Abuse by Prison and Jail Staff Proves Persistent, Pandemic

by Gary Hunter

Sexual assault, rape, indecency, deviance. These terms represent reprehensible behavior in our society. They also represent recurring themes in our nation's prisons – not only by prisoners, but also by guards and other staff members.

PLN's August 2006 cover story, *Guards Rape of Prisoners Rampant, No Solution in Sight*, profiled examples of sexual abuse by prison guards and other employees in 26 states. Since that time the National Prison Rape Elimination Commission has issued proposed standards to reduce sexual abuse behind bars, and the Bureau of Justice Statistics has released reports on sexual victimization in our

nation's prisons and jails. The latter reports found that over 60% of allegations of sexual abuse involved staff members rather than other prisoners.

What has not changed in the past several years is the continued rape and sexual exploitation of prisoners by prison and jail employees who are supposed to ensure their safety. All 50 states have enacted laws criminalizing sex between prisoners and prison staff; thus, employees who engage in sexual misconduct can no longer claim consent as a defense.

Due to the nature of prisons as "total institutions," it is impossible for prisoners to voluntarily consent to sexual advances by staff members who exert complete control over their lives – and in some cases over their release from prison.

Past issues of PLN have pushed this significant problem to the forefront. We would like to report that exposure of this issue has eased the problem. It hasn't. We would like to say our continued coverage on this subject has deterred sexual abuse by prison staff. It didn't.

Prison and jail employees are more out of control than ever. From state to state, north to south, east to west, sexual misconduct by guards and other staff members continues to weave its way through the fabric of our nation's prisons. A common thread of rape, debauchery and even sexual torture is present in detention facilities nationwide.

This time we bring you recent reports from 39 states, which constitute only a fraction of the tragic truth about rape and sexual abuse by prison and jail workers. Indeed, it would easily be possible to publish a monthly magazine consisting

of nothing but substantiated reports of the sexual assault of prisoners by their captors. It also illustrates the shortcomings of the PREA which contains no real enforcement mechanism to stop or deter sexual assaults, merely the collection of data self reported by the agencies holding the prisoners. But one result is we may now have slightly better data than we did before in a central location.

#### Arizona

Former prison guard Elsa Gutierrez, 33, was booked into the Yuma County Jail on October 1, 2008 after being charged with unlawful sexual conduct with a male prisoner. She had been employed at the Arizona State Prison Complex.

On November 7, 2008, Steve Edward Hiser was arrested and charged with six counts of sex crimes involving female prisoners. He was a maintenance worker at the Eddie Warrior Correctional Center when the incidents occurred; the charges include sexual battery, indecent exposure, forcible oral sodomy, sexual battery and rape by instrumentation. Hiser posted a \$15,000 bond; his case is still pending.

#### Arkansas

Former Arkansas DOC psychologist Anna Clark, 57, was convicted of third-degree sexual assault after being caught in the act of sexual intercourse with prisoner Dan Burns. In a taped confession Clark admitted that she had sex several times with Burns, who was diagnosed as depressed and suicidal. She was sentenced in August 2007 to three years in prison and her conviction was upheld by the state Supreme Court on Sept. 25, 2008 [See: *Clark*

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Prison Legal News

1

May 2009





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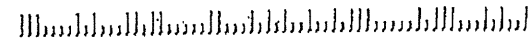
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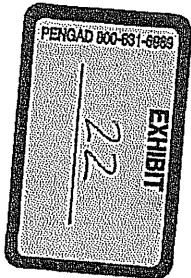
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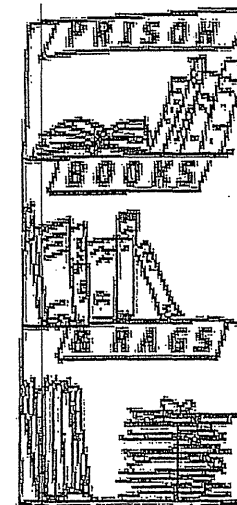
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**The Prison and the Gallows: The Politics of Mass Incarceration in America**, by Marie Gottschalk, Cambridge University Press, 451 pages. \$29.99. Great political analysis of the confluence of events, leading to 2.3 million people behind bars in the U.S. 1069 ☐

**The Habeas Citebook: Ineffective Assistance of Counsel**, by Brandon Sample, PLN Publishing, 200 pages. \$49.95. This is PLN's second published book, which exclusively covers ineffective assistance of counsel-related issues in federal habeas petitions. Great resource for habeas litigation, and contains hundreds of case cites! 1078 ☐

**Factor 8 (DVD)**, a film by Kelly Duda, Concrete Films. \$21.95. Movie about the Arkansas prison blood scandal, in which prison officials sold infected blood harvested from prisoners. Note: This is a DVD and cannot be shipped to prison. 1076 ☐

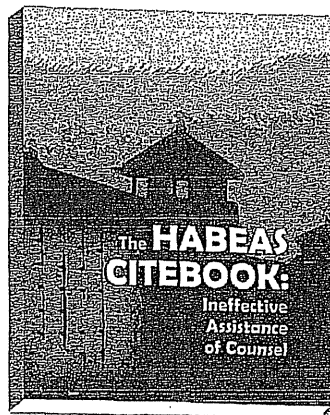
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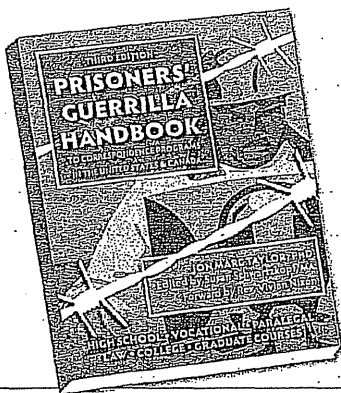
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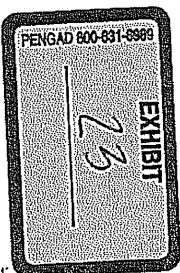
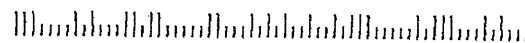
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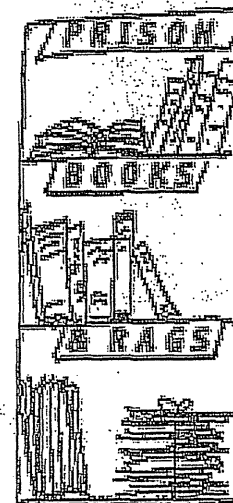
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**Ten Men Dead: The story of the 1981 Irish hunger strike**, by David Beresford, Atlantic Monthly Press, 334 pages. \$16.95. Inside story of IRA prisoners at Belfast's Long Kesh prison. 1006 ☐

**Finding the Right Lawyer**, by Jay Foonberg, ABA, 256 pages. \$19.95. Explains how to determine your legal needs, how to evaluate a lawyer's qualifications, fee payments, and more. 1015 ☐

**Seize the Day! 7 Steps to Achieving the Extraordinary in an Ordinary World**, by Danny Cox and John Hoover, 256 pages. \$15.99. Provides 7 steps to changing your expectations and envisioning yourself as being a successful and respected person—which is essential to changing the course of one's life. 1052 ☐

**Women Behind Bars: The Crisis of Women in the U.S. Prison System**, by Silja J.A. Talvi, Seal Press, 295 pages. \$15.95. Best book available that covers issues related to imprisoned women, based on interviews with hundreds of women behind bars. 1066 ☐

**10 Insider Secrets to a Winning Job Search**, by Todd Belmont, 216 pages. \$15.99. Roadmap on how to get a job even under adverse circumstances—like being an ex-con. Includes how to develop a winning attitude, write attention-grabbing resumes, prepare for interviews, networking, how to present your strengths to an employer, and much more! 1056 ☐

**The Politics of Heroin: CIA Complicity in the Global Drug Trade**, 2003 Ed. by Alfred McCoy, 734 pages. \$34.95. Documented exposure of the government's involvement in drug trafficking. 1014 ☐

**Lockdown America: Police and Prisons in the Age of Crisis**, by Christian Parenti, 290 pages. \$19.00. Analyzes the war on the poor via the criminal justice system. Well documented and includes first-hand reporting. Covers prisons, paramilitary policing, SWAT teams and the INS. 1002 ☐

**Hepatitis and Liver Disease: What You Need to Know**, by Melissa Palmer, MD, 457 pages. \$17.95. Describes symptoms & treatments of hepatitis B & C and other liver diseases. Includes medications to avoid, what diet to follow, exercises to perform, and a bibliography. 1031 ☐

**Crime and Punishment in America**, by Elliott Currie, 230 pages. \$16.95. Effective rebuttal to right-wing proponents of prison building. Fact-based argument shows that crime is driven by poverty. Debunks prison myths and discusses proven, effective means of crime prevention. 1019 ☐

**Prison Madness: The Mental Health Crisis Behind Bars and What We Must Do About It**, by Terry Kupers, Jossey-Bass, 245 pages. *Hardback only*, prisoners please include any required authorization form. \$32.95. Psychiatrist writes about the mental health crisis in U.S. prisons and jails. Covers all aspects of mental illness, prison rape, negative effects of long-term isolation in control units, and more. 1003 ☐

**Prison Writing in 20th Century America**, by H. Bruce Franklin, Penguin Books, 368 pages. \$16.00. From Jack London to George Jackson, this anthology provides a selection of some of the best writing describing life behind bars in America. 1022 ☐

**Soledad Brother: The Prison Letters of George Jackson**, by George Jackson, Lawrence Hill Books, 339 pages. \$18.95. Lucid explanation of the politics of prison by a well-known prison activist. More relevant now than when it first appeared 40 years ago. 1016 ☐

**Marijuana Law**, by Richard Boire, Ronin, 271 pages. \$17.95. Examines how to reduce the probability of arrest and prosecution for people accused of the use, sale or possession of marijuana. Info on legal defenses, search & seizures, surveillance, asset forfeiture and drug testing. 1008 ☐

**Worse Than Slavery: Parchman Farm and the Ordeal of Jim Crow Justice**, by David Oshinsky, 306 pages. \$16.00. Analysis of prison labor's roots in slavery. Focuses on prison plantations and self-sustaining prisons that use prison labor. 1007 ☐

**No Equal Justice: Race and Class in the American Criminal Justice System**, by David Cole, The New Press, 218 pages. \$19.95. Explains how the criminal justice system perpetuates race and class inequality, creating a two-tiered system of justice. 1028 ☐

**The Prison and the Gallows: The Politics of Mass Incarceration in America**, by Marie Gottschalk, Cambridge University Press, 451 pages. \$29.99. Great political analysis of the confluence of events leading to 2.3 million people behind bars in the U.S. 1069 ☐

**The Habeas Citebook: Ineffective Assistance of Counsel**, by Brandon Sample, PLN Publishing, 200 pages. \$49.95. This is PLN's second published book, which exclusively covers ineffective assistance of counsel-related issues in federal habeas petitions. Great resource for habeas litigation, and contains hundreds of case cites! 1078 ☐

**Factor 8 (DVD)**, a film by Kelly Duda, Concrete Films. \$21.95. Movie about the Arkansas prison blood scandal, in which prison officials sold infected blood harvested from prisoners. Note: This is a DVD and cannot be shipped to prison. 1076 ☐

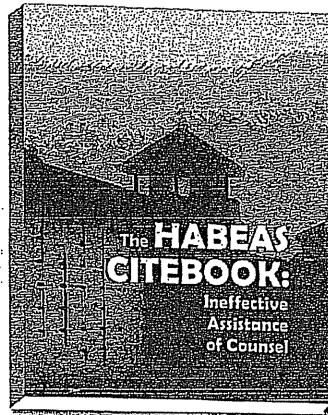
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All books are soft cover except *Prison Madness*

**T**he *Habeas Citebook: Ineffective Assistance of Counsel* is the first in a series of books by Prison Legal News Publishing designed to help pro-se prisoner litigants identify and raise viable claims for potential habeas corpus relief. This book is an invaluable resource that identifies hundreds of cases where the federal courts have granted habeas relief to prisoners whose attorneys provided ineffective assistance of counsel.

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defendants need to  
successfully challenge  
their convictions.**

Well organized into 52 concise chapters, this easy to use book puts the law at the reader's fingertips. The Appendix includes pleadings and forms from successful habeas corpus cases that



demonstrate formatting and show how to frame a winning argument that will persuade a court to grant habeas relief. *The Habeas Citebook* explains the procedural and substantive complexities of federal habeas corpus litigation with the goal of identifying and litigating claims involving ineffective assistance of counsel.

Brandon Sample is a successful jailhouse lawyer litigant incarcerated in the Bureau of Prisons. He is a *Prison Legal News* contributing writer and a member of the National Lawyer's Guild. Editor Susan Schwartzkopf has a master's degree in education and is the director and editor in chief of Prison Legal News Publishing.

**“***The Habeas Citebook* is a nifty and concise self-help guide for prisoners seeking habeas relief based on claims of ineffective assistance of counsel. Navigating the complex and treacherous terrain of habeas law is never easy; but claiming that your lawyer screwed up is even more difficult — especially from the confines of an ill-equipped prison law library. “Brandon Sample has provided an amazing and much-needed tool for prisoners who are forced to seek relief on their own. The book is thorough; but simple and readable. It starts with a wonderfully well-organized listing of hundreds of different types of ineffective assistance of counsel, set forth in the form of citations to court rulings - a novel approach that not only acts as a springboard for further research but also saves the prisoner countless hours of preliminary research.”

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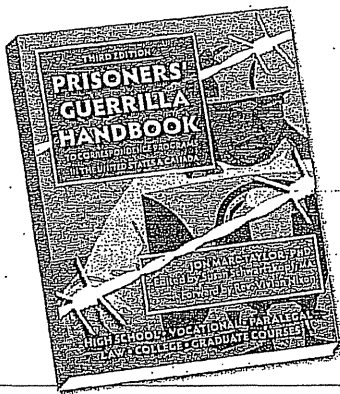
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Copies of this very usable and useful guide should be available in every prison library—to help incarcerated people give positive direction to their energies while making constructive use of their time. It is a well-established fact that people who have taken college courses in prison have a dramatically reduced rate of recidivism.”

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The *Prisoner's Guerrilla Handbook* is the only book on the market for the non-traditional prisoner-student. It includes detailed listings of the quality, cost, and course offerings for all correspondence programs available to prisoners. In a time when so many academic opportunities in prisons have been eliminated, this book is an invaluable re-entry tool for prisoners who seek to further their education while incarcerated and to help them prepare for life and work following their release.

**Jon Marc Taylor** has more than 25 years experience as an incarcerated student, advocate for prisoner education, and author. He has successfully earned a bachelor's degree, a master's degree, and a doctorate via correspondence courses while incarcerated. Editor **Susan Schwartzkopf** has a master's degree in education and 12 years experience teaching immigrants English language skills.

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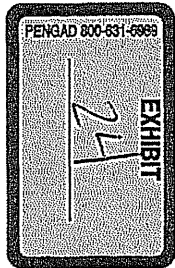
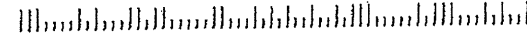
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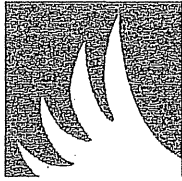
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## Prison Legal News

DEDICATED TO PROTECTING HUMAN RIGHTS

October 23, 2011

Dear PLN Supporter,

You recently received a PLN fundraising letter, however, the printer made a mistake and did not print the entire letter so you only received half of it. This is the entire letter which also includes a picture of Nelly, our beloved office mascot. For the sake of human rights in America, and Nelly, please read the entire letter and make a donation to support our cause because human rights can't defend themselves.

This month marks the 40<sup>th</sup> anniversary of the 1971 uprising and massacre at Attica State Prison in New York. Until the massacre of the Branch Davidians in Waco, Texas in 1993, Attica held the dubious distinction of being the bloodiest confrontation on American soil between civilians and government forces since the Wounded Knee massacre in 1890. The Attica rebellion ushered in the modern era of prison reform which has seen extensive changes in the American gulag, including its massive expansion to the largest prison system the world has ever seen.

When I started Prison Legal News in 1990, there were a million prisoners nationwide and the hard-won reforms of the post-Attica era were already in decline. Today there are more than 2.5 million prisoners in America and while much has changed since 1971, a lot has not. Brutality, medical neglect, overcrowding, lengthy prison sentences and isolation of prisoners remain a constant part of the prison experience. Other developments, like the rise of the private prison industry, the control unit isolation of tens of thousands of prisoners, the immigration gulag and the mass proliferation of torture devices like Tasers and restraint chairs have been anything but good.

After Attica there was a vibrant prisoners' rights movement that demanded change and recognition that everyone had basic human rights, even people in prison. Today we live in a country where citizens are scooped off the street and tortured and held indefinitely as "enemy combatants," where American government death squads roam the planet hunting down, kidnapping, torturing and/or killing anyone deemed a "suspected terrorist," and where the U.S. government openly runs concentration camps at Bagram, Guantanamo and other "undisclosed locations." To suggest that international law and basic human decency should bar murder and torture is apparently a radical notion.

Just as Attica occurred against the backdrop of the American genocide in Southeast Asia, today's evisceration of human rights in American jails and prisons occurs against a

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backdrop of perpetual war and aggression both domestically and overseas. This amply illustrates Martin Luther King, Jr.'s observation that injustice anywhere is a threat to justice everywhere.

Today, *Prison Legal News* is the only publication in existence dedicated to reporting on the human rights of those imprisoned in the American gulag. Thus far this year *PLN* has published cover stories on the litigation involving California's severely overcrowded prison system, the ongoing outrage of the American death penalty, corruption and mayhem caused by the private prison industry, the gouging of consumers by the prison phone industry, control units, shoddy forensic examiners and much more.

We believe that to effect positive change we must inform people about the failures and shortcomings of the American criminal justice system and the inherent conflicts that make our justice system unjust. We do that by reporting corruption and misconduct by corrections officials in *PLN*'s monthly publication, read by tens of thousands of prisoners and non-prisoners alike. We also report legal decisions related to prisoners' rights, so they will be inspired and can learn how to vindicate their few remaining rights in court.

But *PLN* does much more than provide information about criminal justice-related news and legal rulings.

*PLN* engages in litigation to protect our First Amendment rights and thereby the rights of our subscribers to receive our monthly publication and the books we distribute. It is no exaggeration to say that *PLN* is the primary bulwark against government censorship of books and magazines in America today. So far, in 2011 alone, we settled censorship suits against the Galveston jail in Texas and the Spokane jail in Washington, requiring them to modify their mail policies. We also filed suit against a jail in Kansas, two jails in Michigan, the New York state prison system, the Sacramento jail in California and the New Orleans jail due to bans on reading material. *PLN* is the only publication in the United States that regularly challenges censorship by prison and jail officials – a sad commentary on the mainstream media's respect for the First Amendment.

Further, as part of our efforts to ensure public accountability and obtain source documents for our news reporting, *PLN* files public records requests – with government agencies and the private companies with which they contract – and litigates when those requests are arbitrarily denied. We have public records lawsuits pending against Corrections Corporation of America in Tennessee, Prison Health Services in Vermont, the Bureau of Prisons in Washington, D.C. and the U.S. Department of Justice in Colorado.

As part of *PLN*'s larger strategy to inform the public and policy makers about problems in our justice system, *PLN* staff speak at conferences and network with other media agencies, which often quote *PLN* in their news reporting. In 2011, *PLN* editor Paul Wright and associate editor Alex Friedmann were quoted or mentioned in articles in the *Seattle Weekly*, *Reason*, *Washington Times*, *Huffington Post*, *Spokesman Review*, *The Nation*, the *Tennessean*, *Truthout*, *National Public Radio*, *Business Week*, the *Associated Press* and many others, on topics ranging from prison journalism and postcard-only mail rules in jails to prison slave labor, prison privatization, censorship and prison medical care. Additionally, we are regular guests on radio shows around

the country on criminal justice topics. PLN is also online, where readers can access every article that PLN has ever published as well as many other articles and case summaries, a brief bank for litigators and jailhouse lawyers, a publications database and much more. Visit [www.prisonlegalnews.org](http://www.prisonlegalnews.org). We offer a free listserv and have an online bookstore, too. PLN has the most prison- and jail-related content on the 'Net, period, and we upload new content on an ongoing basis.

We further distribute a number of books for prisoners, including legal reference and self-help books. Three PLN anthologies are now in print, most recently *Prison Profiteers: Who Profits from Mass Incarceration*, and we recently began publishing our own books, including the *Prisoners' Guerrilla Handbook to Correspondence Programs in the U.S. and Canada*, 3rd ed., by Missouri prisoner Jon Marc Taylor, and *The Habeas Citebook: Ineffective Assistance of Counsel*, by PLN writer and federal prisoner Brandon Sample. Both books were edited by PLN's Susan Schwartzkopf. Our goal is to provide prisoners with non-fiction reference books they can use to improve and help themselves while in prison.

In summary, for the past 21 years PLN has been distributing our monthly publication as well as books of interest to prisoners and their supporters; we have litigated numerous censorship cases to ensure prisoners can receive our publications, in addition to public records cases; PLN staff have served as a source of information and research for the mainstream news media; we maintain a website with extensive information about criminal justice-related issues; and we have started publishing our own self-help books for prisoners.

All of this takes money, because nothing – and no one – is free in America.

PLN's subscriptions and book sales do not cover our overhead; thus, we rely heavily on donations and grant funding to make up the shortfall. Donations and grants alike have dropped due to the frigid economic climate. Alas, the need for the work we do has only increased. Prison and jail populations nationally continue to grow exponentially, and President Obama is seeking money for more cops, more prosecutors and more prisons. Your support is vital to the work we do. Unlike many non-profits, we do concrete things that actually can be measured: we publish a magazine; we publish and distribute books; we successfully sue prisons and jails to ensure they do not engage in unconstitutional censorship; we advocate on behalf of prisoners in the media, before legislatures and administrative agencies, and in public forums. For the full scope of the depth and breadth of our activities, review our annual reports on our website. We run a lean operation and, having consolidated our Vermont and Washington offices last year, cannot cut additional costs without limiting our operational capabilities.

In contrast to other non-profits, PLN does not bombard its supporters with fundraising requests throughout the year. We conduct one fundraiser at the end of the year and this is it. If you are familiar with PLN and our work, then you know we do a lot with little funding. But continued funding is necessary if PLN is to continue operating, and we can't keep doing what we do without your support!

So when you decide where to donate this holiday season, please think about PLN. Consider the work we do – and have been doing for more than two decades – and also consider there isn't much grant funding available for prisoners' human rights and criminal justice reform in the U.S., which are not popular issues. So please make a tax deductible donation to PLN or encourage your family and friends to do so. PLN subscriptions make great gifts, as do the many books we distribute. Your donation will make a difference and go farther than a donation almost anywhere else. We also offer a number of "premiums" for donations above certain amounts (see the enclosed flyer).

Feel free to forward this fundraiser request to others who may be interested in supporting PLN's work, and thank you for keeping us in mind this holiday season. Our office mascot, Nelly, a 12-year-old golden retriever, pictured below, comes to work every day to support our efforts to protect human rights. If she can support *PLN*, you can too!

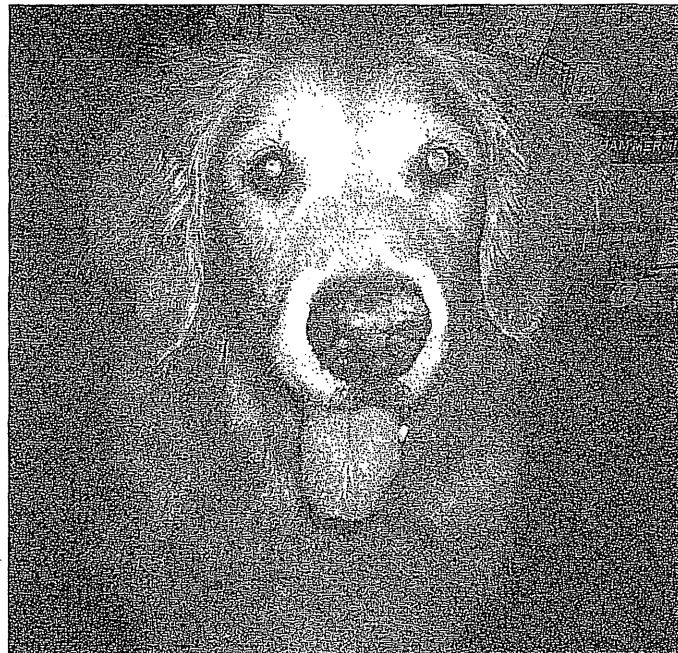
In Struggle,



Paul Wright  
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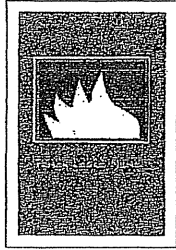
P.S. - You can also order the much-awaited *Prisoners' Self-Help Litigation Manual*, 4<sup>th</sup> edition, from PLN for \$45.95 or *The Habeas Citebook: Ineffective Assistance of Counsel* for \$49.95, postpaid.

P.P.S. - Even if you can't afford to make a donation, subscribe or buy a book yourself, please encourage others to do so. Every purchase and donation is a huge help!





# Prison Legal News Gifts

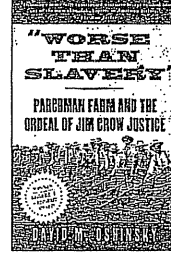
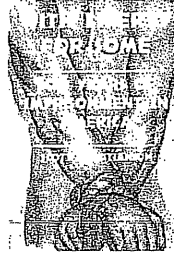
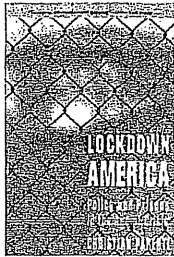
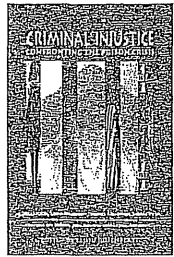
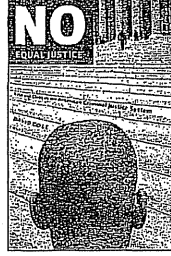
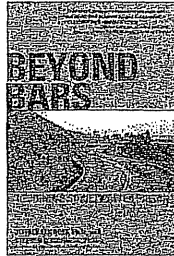


## Gift Option 1

To show our appreciation for your support, we are providing a Prison Legal News card when you make a donation of at least \$50.00. The card is hand embroidered by women prisoners in Bolivia who are paid a fair wage for the cards to help support their families.

## Gift Option 2

To show our appreciation for your support, we are providing the Prison Legal News hemp tote bag when you make a donation of at least \$75.00. Handmade in Vermont using hemp fiber. Carry books and groceries in style and help end the war on drugs!

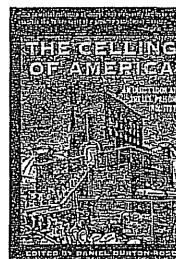


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## Gift Option 4

To show our appreciation for your support, we are providing the entire Prison Legal News anthology of three critically acclaimed books on mass imprisonment signed by editor Paul Wright! (The Ceiling of Amercia, Prison Nation and Prison Profiteers), plus the Prison Legal News hemp tote bag to carry the books in when you make a donation of \$250.00.







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Prisoners' Self-Help Litigation Manual, updated 4th ed. (2010), by John Boston and Daniel Manville, Oxford Univ. Press, 1500 Pages. \$39.95. The premier, must-have "Bible" of prison litigation for current and aspiring jail-house lawyers. If you plan to litigate a prison or jail civil lawsuit, this book is a must-have. 1077

Prisoners' Guerrilla Handbook to Correspondence Programs in the U.S. and Canada, updated 3rd ed. by Jon Marc Taylor, Ph.D. and edited by Susan Schwartzkopf, published by PLN, 221 pages. \$49.95. Written by Missouri prisoner Jon Marc Taylor, who obtained a B.S. degree, an M.A. degree and a Doctorate, the *Guerrilla Handbook* contains contact information and descriptions of high school, vocational, paralegal and college courses available through correspondence study. Great resource for prisoners who want to further their education. 1071

Protecting Your Health and Safety, by Robert E. Toone, Southern Poverty Law Center, 325 pages. \$10.00. This book explains basic rights that prisoners have in a jail or prison in the U.S. It deals mainly with rights related to health and safety, such as communicable diseases and abuse by prison officials; it also explains how you can enforce your rights within the facility and, if necessary, in court through litigation. 1060

Beyond Bars: Successful Community Reentry after Prison, by Jeffery Ian Ross and Stephen C. Richards, 240 pages. \$14.95. Complete guidebook on how to prepare for release from prison while still incarcerated. This is the most current, practical and comprehensive guide for ex-prisoners and their families related to managing successful reentry into the community. 1080

Jailhouse Lawyers: Prisoners Defending Prisoners v. the U.S.A., by Mumia Abu Jamal, City Lights Publishers, 280 pages. \$16.95. In *Jailhouse Lawyer*, Prison Legal News columnist, award-winning journalist and death-row prisoner Mumia Abu-Jamal presents the stories and reflections of fellow prisoners-turned-advocates who have learned to use the court system to represent other prisoners, and in some cases have won their freedom. A must-read for jail-house lawyers! 1073

How to Win Your Personal Injury Claim, by Atty. Joseph Matthews, 7th edition, NOLO Press, 304 pages. \$34.99. While not specifically for prison-related personal injury cases, this book provides comprehensive information on how to handle personal injury and property damage claims arising from accidents — including dealing with doctors, attorneys and insurance companies. 1075

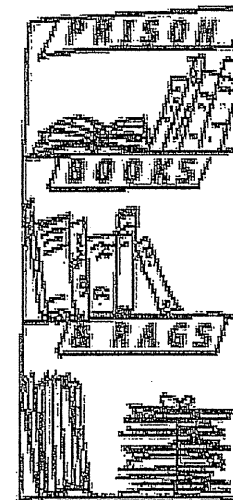
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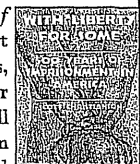
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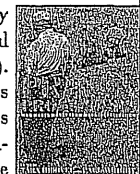
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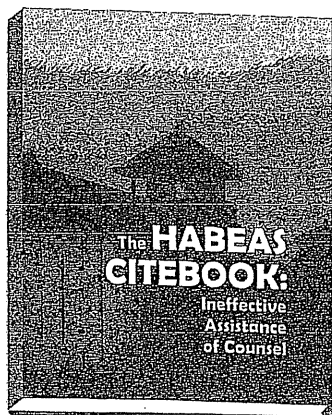
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Brandon Sample is a successful jailhouse lawyer litigant incarcerated in the Bureau of Prisons. He is a *Prison Legal News* contributing writer and a member of the National Lawyer's Guild. Editor Susan Schwartzkopf has a master's degree in education and is the director and editor in chief of Prison Legal News Publishing.

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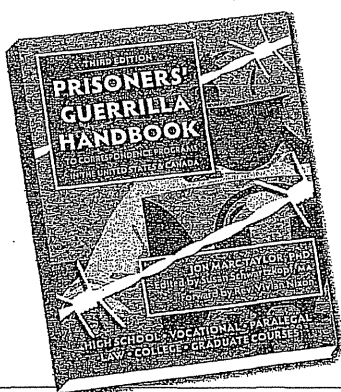
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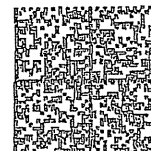
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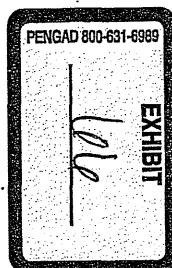
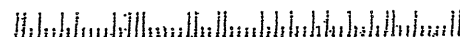


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☐ Other \_\_\_\_\_

The reverse side of this letter is an Inmate Mail Guide which contains guidance on mail rules and complaint information. You may also go to the jail's web page at [www.co.columbia.or.us/sheriff](http://www.co.columbia.or.us/sheriff) to find the information. The inmate was also notified of this denial and can appeal this decision as well.

**APPEALS:** If you believe that your correspondence/publication was improperly denied, you may appeal the decision by sending in a written letter stating the reasons you believe that the decision was wrong within 15 days from the date of this letter. Your appeal should identify specifically why you believe that our decision to deny the mail was wrong and include your name and return address. You are not required to provide a phone number, but it may be useful if we need further clarification. We will send you a decision on your appeal within fifteen days of receiving it. Please direct your written appeal to:

Jail Commander  
ATTN: Denied Mail Appeal  
Columbia County Sheriff's Office  
901 Port Ave.  
St. Helens, OR 97051

[Signature]  
Mail Handler and DPSST # 50554

White - Sender ♦ Yellow - Inmates Jail File ♦ Pink - Inmate

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Ex E to Lennox Decl, Pg 3 of 4

J603-R07

February 10, 2012

## INMATE MAIL GUIDE

### Personal Mail

Inmates may send or receive personal mail from friends, family, or associates on postcards only. Inmates may receive postcards in any size that is delivered by the U.S. Postal Service up to a maximum size of 5-1/2" tall x 8-1/2" wide. Inmates may receive postcards with photographs on one side as allowed by the U.S. Postal Service. The jail does not permit any other form of personal mail for inmates.

### Addressing Inmate Mail

Inmate mail must have the inmate's booking number as part of the addressee information. Incoming mail must have a return address to include the name and address of the sender.

### Prohibited Mail

Jail staff will not allow an inmate to receive or send mail that—

1. Contains—
  - a. Threats of physical harm, blackmail, extortion, or other criminal activity.
  - b. Plans for escape, criminal activity, or activity that violates jail rules.
  - c. Gang-related material.
  - d. Information that, if conveyed, could result in physical harm to someone.
  - e. Sexually explicit materials
  - f. Inflammatory material
  - g. Contraband materials including but not limited to such commonly mailed items as:
    - (1) Books larger than 9 by 12 inches or with plastic or metal bindings
    - (2) More than three books in a single piece of mail
    - (3) Controlled substances as defined by ORS 475.525
    - (4) Foreign substances, such as:
      - (a) Bodily fluids
      - (b) Lipstick or perfume
      - (c) Glue or paint
      - (d) Anything with an unusual stain or odor that indicates a foreign substance may be present
2. Is written in code or suspected code
3. Was a form of written communication not sent through the USPS or other approved system
4. Is to or from a victim of a crime that the inmate is in custody for in either pretrial or sentenced status.
5. Would violate a court order.
6. May produce a hostile work environment, such as sexual harassment.
7. Is a credit or deferred billing transaction, such as "bill me later" subscriptions or merchandise bought on credit or collect-on-delivery terms.
8. Is fraudulently marked as legal or official mail.