

BP-A398_DISPOSITION OF GENERAL CORRESPONDENCE WHILE INMATE IS RELEASED TEMPORARILY ON WRIT

**DISPOSITION OF GENERAL CORRESPONDENCE WHILE
INMATE IS RELEASED TEMPORARILY ON WRIT**

Institution _____

While I am released temporarily on Writ, I request that institution staff handle my mail in the following manner:

Hold my general correspondence at the institution for _____ days (may not exceed 30 days)

Return my general correspondence to the U.S. Postal Service for return to sender;

Forward my general correspondence to : _____

I understand that if I do not return from writ within the time indicated (time not to exceed 30 days), staff will return to the U.S. Postal Service any general correspondence being held for me for return to sender or other disposition in accordance with postal regulations.

I further understand that if I refuse to choose what I wish done with my general correspondence while I am temporarily released on writ, it will be returned to the U.S. Postal Service for returning to sender or for other disposition in accordance with postal regulations. I understand that this election applies only to General Correspondence and not to Special Mail (as defined in the Program Statement "**Correspondence**"). I understand that all practicable means will be used to forward my special mail to me.

Inmate Signature	Register Number	Date
Staff Witness	Title	Date

The above named inmate refused to indicate a choice for handling of his/her mail while released temporarily on writ, stating as the reason

The inmate has been advised that general correspondence received after the inmate's departure will be returned to the U.S. Postal Service for returning to sender or for other disposition in accordance with postal regulations.

Staff Signature	Title	Date
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Record Copy - Central File; Copy - Mail Room