



**STATE OF INDIANA  
Department of Correction**

Indiana Government Center—South

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**Eric J. Holcomb**  
Governor

**Robert E. Carter Jr.**  
Commissioner

March 20, 2017

**EXECUTIVE DIRECTIVE # 17-13**

The purpose of this Executive Directive is to direct all Department facilities to disallow incoming offender correspondence with colored envelopes, colored paper, and greeting cards mailed to offenders through the United States Postal System (USPS). This Executive Directive is applicable to all Department facilities and is effective April 1, 2017.

In order to impede the introduction of narcotics and synthetic narcotics into the Department's facilities, greeting cards, colored envelopes, and colored paper shall no longer be considered allowable correspondence. On the effective date, greeting cards, colored paper, and colored envelopes entering the facility via the USPS shall be processed in accordance with Section XII, "Disposition of Incoming Correspondence," and Section XIII, "Report of Action Taken on Correspondence," of Policy and Administrative Procedure 02-01-103, "Offender Correspondence."

Incoming correspondence to offenders must be in a plain white envelope and the letter/correspondence inside the envelope must be on originally purchased, plain white, lined paper (no photocopies).

This Executive Directive does not affect the electronic greeting cards available through JPay. Facilities are directed to notify the offender population, in their customary manner, of this change. Offenders shall be encouraged to notify their family, friends, and other correspondents of this change. On October 1, 2017, the Deputy Commissioner of Operations will review this Executive Directive to determine its effectiveness for inclusion into Department policy.

Please ensure that all appropriate staff members are made aware of, and have access to, this Executive Directive.

If there are any questions in regards to this Executive Directive, please contact the Department Policy Manager at 317-233-5236.

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signature on file

Robert E. Carter, Jr.  
Commissioner