

## PICTURES AND READING MATERIAL

<b>AUTHORITY:</b>	Administrative Directive
<b>RESCINDS:</b>	Procedure Manual Item <b>3-9-002</b> , dated <b>08/18/23</b>
<b>FORMS:</b>	None
<b>PURPOSE:</b>	To establish the criteria and procedure for accepting pictures/reading materials into juvenile facilities.

### I. GENERAL INFORMATION

- A. All youth housed in juvenile facilities shall be provided with reasonable access to public information and written/pictorial forms of entertainment. Youth may receive publications, newspapers, and photographs from parents/guardians, friends, and volunteers. Incoming materials may be personally delivered to the juvenile facilities or via the postal service.
- B. Pictures and reading materials will not be accepted into juvenile facilities if:
  - 1. It is material the youth would not be permitted by law to purchase.
  - 2. It promotes/advocates the violent overthrow of the Federal and/or State government, the violation of any laws or statutes, or the violation of the civil rights of individuals or groups.
  - 3. It contains nudity, partial nudity, or a written/pictorial depiction of sexual acts.
  - 4. It is primarily occupied with death, human or animal sacrifices, suicide, or other destructive behavior.
  - 5. It depicts gang-related activities or gang ideation, hand signs, colors, graffiti on walls, buttons, badges, or articles of clothing that generally identify with gang-motivated behavior.
  - 6. It minimizes or depersonalizes the impact of crime on its victims.
  - 7. It provides written or pictorial advocacy for incarceration or those incarcerated.
  - 8. It relies on profanity or obscenity as its primary mode of communication, or if it is written in code or relies upon code as the primary means of communication.
- C. Expensive and hard-covered schoolbooks will be allowed into the facilities after the provider is informed that the Probation Department cannot guarantee maintenance.

- D. Individual facilities may limit the number of publications/pictures a **youth** may retain. The limit shall be based on fire, sanitation, or housekeeping reasons.
- E. Where posting pictures is permitted, it shall be limited to a 2' by 3' area in individual sleeping rooms and comparably limited in dorm rooms so as not to dominate the walls.
- F. The above guidelines will be posted in each unit or dorm for the youths' review.

## II. PROCEDURE

- A. **Deputy Probation Correctional Officers (DPCOs)** shall inspect all incoming publications and materials for contraband. **All publications and materials shall be scanned via the mail screening device as outlined in PMI 3-9-001 (Youths' Mail)**. Legal materials shall be inspected for contraband only in the presence of the youth.
- B. **DPCOs** shall review publications and materials for content and inform **the unit Supervising Probation Correctional Officer (SPCO)** of publications and materials that are unacceptable or questionable.
- C. **SPCOs** will review unacceptable material. They shall advise the youth of the reason(s) the publications were unacceptable and of the disposition of the materials. **This should also be documented in the Integrated Case Management System (ICMS)**.
- D. Unacceptable materials may be returned to the sender or stored with the youth's personal property.

## REFERENCES:

Procedures:	3-5-004	Youths' Rights/Orientation
	3-7-003	Disposition of Contraband
	3-8-012	<b>Visiting/Video Conferencing</b>
	3-9-001	Youths' Mail
	3-9-006	<b>Youth's Personal Property</b>
Policy:	F-7	Personal Property of Youths in Juvenile Institutions

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**APPROVED BY:**