**Section 801.860 Mail**

a) The facility shall develop a written plan governing youth correspondence which shall be made available to all staff and youth. The plan shall be reviewed annually and updated as needed.

b) The written plan shall grant youth the right to communicate or correspond with persons or organizations subject only to the limitations necessary to maintain facility order and security or to comply with victim access restrictions.

c) The volume of mail received shall not be restricted.

d) All outgoing mail shall be clearly marked with the youth's name.

e) Unlimited mail may be sent when the youth bears the mailing cost.

f) Youth may send three first class letters weekly in the continental United States at the facility's expense.

g) Youth shall be permitted to send sealed letters marked as privileged mail to: Judges or magistrates of any court or the Court of Claims; organizations providing direct legal representation; registered attorneys; the Illinois Attorney General; officials of the Illinois Department of Corrections; administrators of the grievance system; the Governor of Illinois; federal, State, or local Illinois legislators; clerks of courts; chief executive officers of the Federal Bureau of Investigation, the Drug Enforcement Administration, the Criminal Division of the Department of Justice, the United States Customs Service, the Secret Service, the Illinois State Police, and the Sheriff's Offices and Police Departments in the State of Illinois; and the John Howard Association. Incoming privileged mail includes the mail as listed above with the exception of mail from clerks of courts.

h) Youths' non-privileged mail, both incoming and outgoing, may be opened, read, and inspected for contraband. Outgoing privileged mail which is clearly marked as such and addressed to a privileged party may not be opened for inspection. Incoming privileged mail shall not be read but may be opened in the presence of the youth to whom it is addressed to inspect for contraband, to certify the identity of the sender, and to determine that nothing other than legal or official matter is enclosed. Mail shall be censored or rejected when it poses a threat to the facility security or order. The youth shall be notified when incoming or outgoing letters are withheld in full or in part.

i) All funds received through the mail shall be held for the youth in accordance with the procedures approved by the Licensing Administrator. All cashier's checks, money orders, cash, and checks or other funds received through the mail shall be deposited in the youth's account.

j) Incoming and outgoing letters shall be delivered within 24 hours after receipt and packages shall be delivered within 48 hours after receipt, excluding weekends and holidays.

k) First-class letters and packages shall be forwarded after youth are transferred or released.

l) The facility plan regarding access to publications shall include: the mechanisms whereby publications may be received; the publication screening and review procedures; the criteria for the prohibition of publications; and the requirement that the youth be provided with a written explanation of why the publication was denied. The facility shall prohibit any publications which the Chief Administrative Officer determines to be obscene according to the definition of obscenity established by the United States Supreme Court or to be a clear and present danger to the physical safety and security of persons and property within the facility.