**Section 2525.120 Processing of Mail**

a) Mail shall be delivered and posted promptly.

b) Youth may correspond with anyone in the free community in accordance with this Subpart without prior written approval of the Chief Administrative Officer, except with employees, former employees, or releasees of the Department. Permission for committed youths to correspond between intra-state and inter-state youth centers shall require the approval of the Chief Administrative Officers of both facilities and shall be based on safety and security concerns.

c) Each youth center shall establish procedures in cooperation with the local post office for processing certified or registered mail. To send certified or registered mail, youth must have sufficient funds in their trust fund accounts and must attach to the envelopes signed money vouchers so that the proper postage may be applied and the amount deducted from their trust fund accounts.

d) Youth shall not be permitted to open, read, or deliver another youth's mail without the person's permission. However, youth may transport mail in sacks or other closed containers under the direct supervision of an employee.

e) No disciplinary restrictions shall be placed on a youth's mail privileges.