**Section 2525.140 Incoming Mail**

a) Incoming privileged mail must be clearly marked as "privileged" and be clearly marked with the name, title, and address of the sender.

b) Incoming privileged mail may be opened in the presence of the youth to whom it is addressed to inspect for contraband, to verify the identity of the sender, and to determine that nothing other than legal or official matter is enclosed.

c) Incoming privileged mail may contain communications only from the privileged correspondent whose name and address appear on the envelope. If non-privileged material or correspondence from a third party is found to be enclosed, such material shall be treated as non-privileged mail.

d) All incoming non-privileged mail, including mail from clerks of courts, shall be opened and inspected for contraband.

e) Cashier's checks, money orders, and business checks subject to the restrictions imposed by 20 Ill. Adm. Code 2305 shall be deposited in the youth's trust fund account, with a record made of the sender's name, the amount received, and the date. For purposes of this Section a business check shall mean a check written on any agency's or firm's account. Youth shall be notified of all monies received and deposited in their trust fund accounts. However, any checks or money orders which exceed the limitation on the amounts (20 Ill. Adm. Code 2305) shall be returned to the sender, and the youth shall be notified.

f) Personal checks and cash shall be returned to the sender, and the sender shall be notified that funds cannot be received in that form.

g) Youth center officials may spot check and read incoming non-privileged mail. Incoming mail or portions thereof may be inspected, reproduced, or withheld from delivery for any of the reasons listed in Section 2525.130(h) of this Subpart or in Subpart C of this Part.

h) When a youth is prohibited from receiving a letter or portions thereof, the committed youth and the sender shall be notified in writing of the decision.

i) If a youth has been transferred or released, first class mail shall be forwarded to the person if the address is known. If no forwarding address is available, the mail shall be returned to the sender.

j) If a youth has been absent from the facility on a furlough or pursuant to writ, the person's mail shall be held at the youth center for a period of one month, unless the youth has made a written request to the Chief Administrative Officer to have the mail forwarded to another address. At the conclusion of the month, first class mail shall be forwarded to the youth's address, if known, or returned to the sender, unless alternative arrangements have been made.

k) Youth may receive publications, including books, periodicals and catalogs, in accordance with Subpart C of this Part, and may receive typewriters ordered directly from a supplier through the commissary. Other packages may be received only as approved by the Chief Administrative Officer. All packages shall be opened and searched prior to delivery.