



Oregon

John Kitzhaber, Governor

Department of Corrections

Operations Division
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Subject: Update to SecureMail™ for inmates without MP3 Players

- Date for implementation has been changed to 02/11/2013.
- Inmates must write their institution name, housing unit, and bunk number by their name on the response page.
- Inmates will need to keep their responses inside the boxed area of the response page. Writing outside the box will not be included in the reply as the scanner will not read it.
- When inmates return their responses to the mailroom to be scanned, they must not fold it in the area of the barcode. This could cause the scanner to not read the response correctly.
- Inmates should not staple their response after they fold it. This will cause a delay in processing the response.