

STATE OF NEW YORK - DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

ADDITION OF NAME TO NEGATIVE CORRESPONDENCE / TELEPHONE LIST

TO: _____ DIN: _____

FROM: Supervising Offender Rehabilitation Coordinator _____

SUBJECT: Addition of Name to Your Negative Correspondence and/or Telephone List

The following person has contacted this facility and requested that you not be permitted to mail correspondence or make telephone calls to him/her. This name has, therefore, been placed on your Negative Correspondence/Telephone List.

The Superintendent has directed that you immediately discontinue any form of communication with this person.

Should you continue to send correspondence or packages; telephone or attempt to telephone, any person on your Negative Correspondence/Telephone List; or elicit, or attempt to elicit, aid from others for the purpose of circumventing the Superintendent's instructions, disciplinary action will be taken against you. Such disciplinary action may result in your outgoing mail being monitored and your telephone privileges being limited or suspended.

The person whom you are to discontinue corresponding with and telephoning is:

On this date, _____, I personally delivered this memo to the above-named inmate and explained the prohibition(s) indicated to him/her.

Inmate's Signature

Offender Rehabilitation Coordinator

DIN

Correctional Facility