



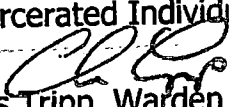
# *Iowa State Penitentiary*

## *Interoffice Memorandum*

*Chris Tripp*  
*Warden*

Date: August 9<sup>th</sup>, 2021

To: Incarcerated Individuals

From:   
Chris Tripp, Warden

Subject: Copying of Legal Mail – Effective August 11<sup>th</sup>, 2021

Effective August 11<sup>th</sup> there will be a change in the way legal mail is handled in Housing Units Two (2) and Three (3).

- Once the legal mail is received in the Unit, the designated staff member will pass/call each incarcerated individual to the office, or other identified location, in a logical order.
- Once you arrive, the legal mail will be opened in your presence.
- The items will be copied in front of you.
- The copies will be given to you.
- The original items will be shredded in front of you.

You can choose to not be called over and just have your materials copied. Please let your Unit Manager know that this is your option.