

### 3.14 MAIL

A. There are no restrictions on the amount of mail sent, received or the number of correspondents. Mail will be collected & delivered by the night shift; last mail pick-up is 0200hrs.

B. All inmate correspondence is considered property of this facility until it is placed in a USPS mail receptacle for pick up by a USPS employee & after it is delivered to the facility by the USPS. As such, all incoming & outgoing mail is subject to being opened, read, inspected, and searched and copied, except as may be otherwise noted. All incoming mail is reviewed for contraband & attempts at inmate to inmate correspondence. Copied mail may be forwarded to law enforcement officials or investigators either with this agency or other pertinent agency or entity as deemed appropriate by the facility.

C. The Postmaster of Ste. Genevieve Co. has advised us that the USPS will not accept outgoing envelopes which have any type of drawing on the front of the envelope. Mail on which there are drawings will be returned. Any other writing/design that interferes with the clear & plain view/reading of the recipient name/address will also be returned to the inmate. The Postmaster has also advised that the USPS will no longer accept mail marked "Return to Sender" if the envelope has been opened. For this reason all refused mail will be placed in the inmate's property bin. Refused mail may be mailed out at the inmate's expense.

D. Any mail containing cash, money orders, blank paper, stamps, envelopes, stickers, glue, glitter, lipstick, perfume, stains, marker, highlighter, crayon, colored pencil, contraband, any foreign substance, photographs / drawings depicting nudity, gang signs/symbols, more than (5) photographs per envelope or photographs larger than 4"x6" will be refused & placed in your property bin.

E. Any correspondence to or from any jail, half-way house or penal institution will be refused unless special approval has been granted by administration. All inmate to inmate correspondence is prohibited. Any attempts at using a third party for inmate to inmate correspondence may result in the refusal of all mail from that sender &/or address. All mail will be refused from prior SGCDC inmates if it is within 60days of their release from our facility.

F. All outgoing mail must have your full name (the name you are booked into the facility under), your jacket/inmate number & the facility's return address on the envelope. All outgoing mail is to be sealed. All outgoing legal mail MUST have the words LEGAL MAIL clearly printed on the outside front of the envelope to the LEFT of the destination address. Legal mail is described as mail being sent to or received from an attorney, any courthouse, attorney's office, government authority, government office, government official or judge.

G. All incoming mail must have a full name & full address of the sending party. Incomplete sender name &/or address is grounds for refusal. All incoming mail must be addressed using your full name (the name you are booked into the facility under) & inmate number for proper identification. All incoming mail that is adequately & clearly marked LEGAL MAIL will be brought to you unopened. This correspondence will then be opened in your presence, checked for contraband & handed to you. In no case will any detention officer read legal mail.

H. Items received through the U.S. mail that are available through commissary will be refused & placed in your property bin. Paperback books, newspapers, magazines, will be accepted only if they have been mailed directly from the publisher or bookstore. Hardbound books, softbound books, plastic or laminated items such as cards, pictures, or bookmarks are not allowed & will be refused. These items will be logged & placed in your property bin.

I. All incoming mail will be searched for contraband. If any contraband is found **the entire package will be refused & placed in your property.** Nothing will be removed &/or copied & given to you. **The only items you may receive through the mail are letters, photos 4"x 6" maximum size and no more than (5) per envelope (no Polaroids or nudity), legal mail, paperback books or magazines (shipped from publisher or bookstore only).** All refused mail will be placed in your property bin.

J. Local newspapers will be allowed however are subject to redaction. Any & all articles Administration feels are a safety or security threat to the facility or any of its staff or detainees will be redacted. Detainee subscribers & the publisher of any paper that has had an article(s) redacted will have the opportunity to appeal the redaction. Detainees may appeal following the normal grievance procedure. Publishers will be sent a letter from administration following the redaction; the appeal process for the publisher is outlined in the letter.

K. Any mail refusals/rejections may be appealed by both the detainee & the sender of the refused/ rejected mail. Detainees may appeal following the normal grievance procedure. The sender of the refused/ rejected mail may appeal by sending their appeal request in writing to the Jail Administrator within 30days of the refusal/rejection. The appeal must outline supporting reasons as to why the mail should be allowed. Final decision on whether to overrule or support the mail refusal/rejection rests with the Jail Administrator or his appointee.