

## MAIL POLICY AND VIOLATION NOTICE

Mail addressed to inmate \_\_\_\_\_ JB# \_\_\_\_\_ from sender \_\_\_\_\_ is in violation of the Lincoln County Jail policy governing inmate mail. The material has been rejected and returned, along with a copy of this notice for the following reason(s):

\_\_\_\_\_ A full name (first and last) and return address must appear on the envelope. Items without this will be marked "return to sender" or "refused" and may end up in the dead letter file at the Post Office. We do not accept mail with "The Smith's"; "Mom & Dad"; "John"; etc.

\_\_\_\_\_ Boxes are prohibited. Mail can be forwarded to you in nothing larger than a "10" x "14" manila envelope.

\_\_\_\_\_ Unauthorized attachments in or on any mail item, such as glue, tape, stickers, lipstick, glitter, staples, paperclips, post-it-notes, or paint are prohibited. Newsprint, magazine clippings, carbon copies, blank paper, postage stamps and envelopes are prohibited

\_\_\_\_\_ Items with perfume, cologne, or other such fragrances are prohibited. This includes perfumed ink.

\_\_\_\_\_ No items shall be enclosed in the envelope except written correspondence, small pamphlets (w/o staples), photocopies, drawings, or photographs. Crayon, or colored ink drawings are not allowed, however colored pencil drawings are. Copies of magazines, books or any items that may infringe on copyright regulations are prohibited.

\_\_\_\_\_ Polaroid type photographs with a chemical substance on the back and picture frames/holders are all prohibited.

\_\_\_\_\_ Sexually explicit material is prohibited. This includes nudity, partial nudity, sexual language, and any material deemed sexually explicit by the staff.

\_\_\_\_\_ Material that threatens or is detrimental to the security, good order, discipline of the facility, or that facilitates criminal activity or conspiracy to commit criminal activity is prohibited. No drawings associated with gang affiliations of any type will be allowed including pictures of tattoos.

\_\_\_\_\_ Correspondence written in code is prohibited, including gang slang, code words, nicknames, monikers, etc.

\_\_\_\_\_ Inflammatory material is prohibited. These include any racial type slurs, publications or materials that are explicitly racist and/or likely to cause violence or unrest.

\_\_\_\_\_ Electronic items (including batteries) are prohibited.

\_\_\_\_\_ No foreign or unidentifiable substance in or on any mail item is allowed.

**IF THE BELOW ITEMS ARE RECEIVED THEY WILL BE PLACED IN THE PROPERTY BIN ASSIGNED TO YOU. YOU WILL NOT BE ALLOWED ACCESS TO THEM FOR ANY REASON.**

\_\_\_\_\_ Newspaper, magazine, books, or other periodicals received directly from the publisher.

\_\_\_\_\_ Items of monetary value that will **NOT** be credited to your inmate account, including personal checks, payroll checks, and Oregon Trail Card.

**Only cash, "official" checks from a financial institution, and money orders are acceptable forms of money for credit to the inmate account.**

Staff initials \_\_\_\_\_

Date \_\_\_\_\_

The sender has the right to appeal the decision to reject this correspondence by writing a letter to the "Shift Supervisor" within 48 hours of receipt of this notice. If you disagree with the supervisor's decision, you may appeal to the Jail Commander and then to the Sheriff. You must write a letter for each step within 48 hours of receipt of the prior decision. The Sheriff's decision is final. Inmates shall use the grievance system to appeal.