

MAIL VIOLATION NOTICE

Effective November 23, 2010

Mail addressed to inmate _____ Cell _____ from sender or address _____
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 post card. Items without this will be marked "return to sender" or sent to the dead letter file at the Post Office. We do not accept mail with "The Smith's"; "Mom & Dad"; "John"; etc as a return address.
- _____ 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. 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.
- _____ Items with perfume, cologne, or other such fragrances are prohibited. This includes perfumed ink. No foreign or unidentifiable substance in or on any mail item is allowed.
- _____ Pictures including polaroid-type photographs with a chemical substance on the back and picture frames/holders are all prohibited. Only photographs on the picture side of a post card are allowed. Inappropriate pictures / photos will cause your mail to be rejected.
- _____ Greeting type cards folded open and made into post cards are not accepted.
- _____ 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, physical harm, or unrest.
- _____ Electronic items (including batteries) are prohibited.
- _____ Envelopes may be used only for legal or "official" mail (Judges, Jail Commander, Sheriff, DA, Governor, etc.), or to receive voting or tax filing documents. Money as identified below may be mailed in an envelope to the inmate. If any items are included such as notes, letters, or pictures, the envelope and **all** contents will be returned.
- _____ Hand, courier, or mail with postage due will not be accepted. Boxes are prohibited.
- _____ New solicited newspapers, magazines, books, or other periodicals must be received direct from the publisher, book club, or book store (Amazon, Barnes and Noble, etc) only. Used books and hard back books are prohibited.
- _____ Only cash, "official" checks (cashier's checks, etc) 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.