

## MAIL RETURN NOTICE

Effective December 27, 2013

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 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 letter/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.

\_\_\_\_\_ Cash, "official" checks (cashier's checks, etc) from a financial institution, and money orders are acceptable forms of money for credit to an inmate's account. Money may also be credited to an inmates account via [www.inmatecanteen.com](http://www.inmatecanteen.com).

\_\_\_\_\_ Unauthorized items in or attachments on any mail item, such as glue, tape, stickers, lipstick, glitter, staples, paperclips, post-it-notes, or paint are prohibited. Crayon, or colored ink drawings are not allowed, however colored pencil drawings are. Stamps, blank paper/mostly blank paper, cardboard, card stock, and envelopes or machine-stamped envelopes 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 may be used as postcards, but cannot have a chemical substance on the back. Photographs on the picture side of a post card are allowed.

\_\_\_\_\_ Sexually explicit/inflammatory material is prohibited.

\_\_\_\_\_ 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/pictures associated with gang affiliations of any type will be allowed. Correspondence using code, including gang slang, code words, nicknames, monikers, etc. are prohibited.

\_\_\_\_\_ Hand, courier, or mail with postage due will not be accepted. Mail must not be larger than 10" x 13". Boxes are prohibited.

\_\_\_\_\_ New solicited newspapers, magazines, books, or other periodicals must be received directly from your local book retailer, the publisher, or book clubs such as Amazon.com Inc., Barnes and Noble, etc. Periodicals shipped from third party/private vendors, including those listed through Amazon, e-Bay, etc. are not acceptable. Used books, used periodicals and hard back books are prohibited.

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

Date \_\_\_\_\_

The sender has the right to appeal the decision to reject the 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.