


<p>POLICY & PROCEDURE</p> 	<p>Policy: E-300</p> <p>Title: Inmate Mail</p> <p>Effective Date: 02/2015, 03/2022</p> <p>Reference:</p> <p>Approved for Inmate Viewing</p>
--	---

I. PURPOSE

- A. **Procedures for processing Incoming and Outgoing Inmate Mail.** The purpose of this policy is to establish a uniform set of guidelines and procedures which will be used by Saunders County Corrections (SCC) to process incoming and outgoing inmate mail in order to decrease the likelihood of the introduction of contraband; decrease the likelihood of dissemination of information in violation of this policy; promote the safety and security of staff, inmates and the public; and promote the good order of the correctional facility. This policy shall govern inmate correspondence.

II. POLICY

- A. **General Policy.** In regards to inmate mail (traditional or electronic), it is the policy of Saunders County Corrections to:
1. Implement methods whereby inmate mail (both incoming and outgoing) is processed without unnecessary delay, loss, or damage;
 2. Provide consistent documentation of mail processing within the correctional facility mail service and to ensure the mail is processed in accordance with this policy and procedure and to ensure that inmates, regardless of classification or custody assignment, are afforded the opportunity to initiate and receive mail; and,
 3. Ensure that inmates shall not send, receive, transfer, or possess mail which violates the provisions of this policy and procedure, which contains inflammatory material or which may otherwise present a threat to the safety and security of the facility, staff, inmates and the public, or present a threat to the good order of the correctional facility.
 4. Personal mail delivered to the facility will be delivered to the inmates in a digital form. The only mail that will be delivered in its physical form will be legal (privileged) mail.
 5. Any photographs sent in must be on regular copy paper and cannot exceed 8.5" X 11" in size. They will be scanned. The quality of scanned photos may vary. Photos can also be sent digitally through the eMessaging application.

6. Outgoing mail will be available through physically sending mail out or through eMessaging.

III. DEFINITIONS

Confiscate: To remove an item or that portion of an item that violates this policy.

Contraband: Any article or item that an inmate is prohibited by statute, policy, practice, or rule from acquiring or possessing, or which the inmate is not specifically authorized to obtain or possess, including that which an inmate alters without authorization.

eMessaging: Digital mail format that functions like email. Any mail sent/received in this format has to be reviewed and approved by staff before it is released.

Gang: Any ongoing organization, association or group of three or more persons, whether formal or informal, which has a common name or identifying sign or symbol whose members and/or associates individually or collectively engage in or have engaged in a pattern of activity which includes, but is not limited to, planning, organizing, threatening, financing, soliciting or committing unlawful acts or acts which violate statutes or the jails rules.

Gang-Related Material: Any material or item evidencing gang involvement or activities (i.e., member names, enemy lists, reports of crimes committed and gang constitutions, structures, codes, signs, symbols, colors, clothing, photographs or training materials, etc.).

Disciplinary Hearing Officer: A person designated by the Director to act on violations of jail rules documented by corrections staff and has full punitive powers in accordance with Department policy.

Legal Mail (privileged): Incoming or outgoing mail to or from an attorney, court, or court official clearly addressed as "Legal Mail" on the addressee side of the envelope, with the designation set apart from the return address and mailing address, and sufficient size to permit easy recognition by staff. Legal mail includes mail which is addressed to or received from the following:

1. Nebraska Attorney General's office;
2. United States Attorney General's office;
3. United States Department of Justice;
4. County and prosecuting attorney's;
5. Federal, State, Local and Tribal Courts;
6. Attorney;

7. Legal aid clinic; or
8. American Civil Liberties Union.

Notice of Rejected Mail Form (internal): A form used to notify inmates when mail has been denied or confiscated, mail that is in violation of this policy, or mail that has been returned to sender. **(Attachment 1)**

Notice of Rejected Mail (External): A form used to notify the sender when mail has been denied due to the mail either in part or whole violating the Department's mail policy. This applies to non-digital mail. Digital mail that is not approved will result in an electronic notification. **(Attachment 2)**

Mail: Correspondence to an inmate or from an inmate regardless if it is a hard copy (paper) or in a digital format (eMessaging).

Package: Wrapped or boxed objects; a parcel or bundle containing one or more objects; or a container in which something is packed for storage, transport, or mailing.

Publication: A book or single issue of a magazine received directly from the publisher.

Publisher: A business or firm that makes available to the public (generally for sale and wide distribution) magazines, books and other publications.

Scan Search: The visual scanning of documents to determine the nature or content of the writing. All incoming mail is subject to scan search; however authority to scan search legal mail rests with the Director.

IV. Procedure

A. General Guidelines for All Inmates

1. **Prohibitions for Inmate Mail.** Inmates shall not send, transfer or possess mail which violates the provisions of this policy and procedure; which contains inflammatory material; which may otherwise present a threat to the safety or security of the institution, staff, inmates, or the public; or which may present a threat to the good order of the corrections facility.
2. **Mail Addressed to another Inmate.** Inmates may not forward, receive, or possess mail addressed to another inmate, except as authorized by this policy and procedure.
3. **Purchase of Envelopes.** Inmates may purchase pre-stamped envelopes from commissary. Inmates who are indigent may order envelopes from the *Indigent Commissary Order (Attachment 3)*.

4. **Limits on Inmate Mail.** When the inmate bears the cost, there is no limit on the volume of letters the inmate can send or receive or on the length, language, content, or source of mail or publications except when there is reasonable belief that limitation is necessary to protect the public safety or correctional facility order and security (such as when the mail is otherwise in violation of this policy and procedure or property limits).
5. **Retention of Mail.** The amount of mail that can be retained by the inmate is governed by property allowances of Saunders County Corrections Policy and Procedure.
6. **Prohibiting Unwanted Mail.** The department may prohibit an inmate from sending unwanted mail to a particular person or address when requested by the person in writing.
 - a. In the case of a minor child, when requested in writing by the child's custodial parent or legal guardian, the department may prohibit an inmate from sending or receiving mail to or from the minor child (unless the inmate's paternity to the child has been established and parental rights have not been removed).
 - b. Inmates will be provided written notification of each prohibition under this paragraph.
7. **Mail Associated With Victims.** Mail associated with registered victims and non-registered victims who are minors shall normally be restricted as long as corrections have received the necessary information.
8. **Days for Processing.** Excluding weekend and holidays, or emergency situations that cause significant disruption of normal facility or agency procedure, policy, or activity, incoming and outgoing mail shall not be held longer than forty-eight (48) hours and publications shall not be held longer than seventy-two (72) hours.
9. **Postage Due.** Mail that is received from the sender with postage due shall be rejected and returned to the sender without notification to the inmate addressee.
10. **Mail in Foreign Language.** Mail may be in a foreign language, but shall not be in coded language or symbols.
 - a. Foreign language mail may be delayed up to an additional ten (10) working days to facilitate translation and review content for the compliance with this policy and procedure, upon approval of the Director, when there is no staff member or volunteer available who can translate the material within the normal time lines for mail processing and there is reason to believe that the content may be in violation of this policy.

11. **Examination and Inspection of Mail.** All incoming and outgoing mail is subject to examination, scan search, and/or inspection by person or inspection device.
 - a. Privileged mail, including legal mail and official mail, shall be handled in accordance with section IV. B. (General Guidelines for Privileged Mail) of this policy.
12. **U.S. Postal Service.** All mail, excluding approved packages, and digital mail shall be routed through the U.S. Postal Service (USPS).
 - a. Items received for an inmate following his/her transfer or release shall not be forwarded.
 - b. Specialized mail service such as insurance, registered mail, certified mail, etc are not available. Inmates may not send mail collect on deliver (COD).
13. **Rejection of Mail not Addressed to a Specific Person.** Incoming mail, including newsletters, brochures, and bulk mailings, which are not addressed to a specific person (e.g., mail addressed “Current Occupant”, “Resident”, or “Inmates of Saunders County”) shall be rejected, regardless of the mail service provider utilized. Mail rejected under this section shall not require completion of a Notification of Mail Rejection form.
14. **Rejection of Mass Mailings.** Mass mailings to the same individual or bulk rate mailings containing more than five (5) copies of the same item addressed to a single individual inmate (e.g., multiple copies of the same newsletter, pamphlet, etc.) and mass mailings addressed internally to multiple individuals but received in a single envelope/package as a bulk rate mailing, are not permitted and may be rejected, regardless of the mail service provider utilized. Mass mailings rejected under this section shall not require completion of a Notification Rejected Mail Form.
15. **Prohibition of Material Affixed to Mail.** Incoming mail shall not have anything other than the cancelled postage stamp or postage label, address label, and return address label or stamp glued, taped, or otherwise affixed to the envelope or its contents.
 - a. Canceled postage stamps and postage labels shall be removed by mail processing staff as will any other adhesives such as on the envelope closure flap.
 - b. Mail received with unauthorized attachments such as stickers, sealing wax, and other similar materials shall be rejected.
 - c. Notice to the sender shall be provided on the outside of the envelope.
 - d. A separate notice will not be provided to the inmate addressee.

16. **Requirements of Enclosures:** Only written correspondence, pictures on standard copy paper, photocopies, single paper calendars (single page twelve-month calendar or single page one-month calendar) that are otherwise in compliance with this policy may be enclosed in incoming letters, as long as the overall dimensions of the enclosure is no larger than 8.5" by 11". Newspaper and magazine clippings are not allowed but copies of newspaper and magazine clippings are allowed.
- a. Inmates will not be notified of the confiscation of such items when contraband was referred to law enforcement officials.
 - b. In the event it is determined by law enforcement that the confiscated item has no evidentiary value, the item is not contraband, and there would be no impact on correctional facility security, safety or good order, it will be scanned to the inmate.
 - c. In the event it is determined by law enforcement that the confiscated item has no evidentiary value, but possession of the item by the inmate would impact correctional facility security, safety or good order, the item will be handled as contraband and disposed of in accordance with Saunders County Corrections policy.
17. **Uncertain Identification of Sender/Recipient.** For security reasons, mail for which the recipient and/or sender cannot be positively identified by the sender's name and return address and/or the recipient's address on the outside or front of the envelope will be returned to the U.S. Postal Service or other authorized mail service provider without mail processing. Inmates will not be notified of such returns.
18. **Delivery to and Verification of Recipient.** Incoming mail will be delivered/scanned by a correctional employee directly to the addressed inmate only.

B. General Guidelines for Legal (privileged) Mail.

1. **Legal Mail.** Legal mail will be handled in accordance with this section.
2. Legal mail will not be scanned to the inmate. It will be delivered in the format it was received.
3. **Legal Mail Not Marked As Such.** Mail which otherwise qualifies as legal mail, but lacks the proper designation "LEGAL MAIL", shall be processed as non-privileged mail (i.e., opened and inspected) outside the inmate's presence and shall not be considered privileged mail accidentally opened.
 - a. Mail that is received by Saunders County Corrections, addressed to an inmate, and which has a return address that is clearly from a court or official shall be treated as "Legal Mail" even if it is not properly marked.

- b. If there is a question as to the validity of the mailing or if there are stains or unusual substances on the mailing, the original mailing may be photocopied in front of the inmate. The original mailing will be placed in a paper shredder in front of the inmate. The original will not be placed in the inmate's long-term property to avoid accusations of lack of confidentiality.
 - c. If it is believed that there is a potentially illegal substance contained in or on the mailing, once it is copied it may be sealed in an evidence bag to be provided to law enforcement.
- 3. **Privileged Mail to be Logged.** All incoming and outgoing legal mail will be logged by the Corrections Staff Assistant on the *Legal Mail/Correspondence Log (Attachment 4)*
 - a. The log shall include the date, sender and recipient, and the logging staff member.
 - b. The full name and initials of the staff member doing the logging must appear on each page of the log book to allow for identification of the staff member for future references.
- 4. **Search of Privileged Mail.** Inmates are permitted to send sealed letters to a class of persons and organizations identified with the definitions in this policy and procedure. The inmate will notify the Shift Supervisor that they have Privileged Mail to send out either through use of the kiosk and selecting the Shift Supervisor tab or on an Inmate Interview Request Form (if the inmate does not have access to the kiosk)
 - a. The Shift Supervisor will have the inmate brought to Intake and in the presence of the inmate, shall be allowed to inspect outgoing privileged mail for contraband before it is sealed.
 - b. Legal mail sent to inmates shall be opened and inspected for contraband in the presence of the inmate addressee. All Confidential Mail will necessitate a *Confidential/Registered Mail Form (Attachment 5)* be filled out and accompany the relevant piece of mail.
 - c. The Shift Supervisor will have the inmate brought to Intake and the mail will be opened in front of the inmate and inspected for contraband and to verify it is indeed privileged mail prior to providing it to the inmate
 - i. The inspection shall be done by the Shift Supervisor unless approved in advance in writing by the Director, for opening and inspection outside the presence of the inmate in circumstances which may indicate contamination.

- d. Incoming legal mail shall normally not be read, or photocopied by staff, unless authorized in advanced by the Director. See the following for situations that may necessitate such.
 - i. If needed, such authorization shall be based upon documentation showing there is a reasonable suspicion that the content is not in fact not privileged material or otherwise violates section IV.E.6 (*Criteria for Rejection of Mail*) of this policy.
 - ii. If the mailing has questionable stains or markings on it, it may be photocopied in front of the inmate and the original paper that is in question placed in a paper shredder in front of the inmate. Originals will not be placed in the inmate's property so as not to allow for dispute of there being a failure to maintain confidentiality of the mailing.
5. **Accidental Opening of Privileged Mail.** The inmate addressee shall be informed in writing of the circumstances of accidental openings of legal mail outside the inmate's presence. This will be documented on the bottom portion of the *Confidential/Registered Mail Form* (Attachment 5).

C. General Guidelines for Non-Privileged Mail

1. **Inspection of Non-Privileged Mail.** Non-Privileged mail, both incoming and outgoing, may be opened and inspected for contraband, non-allowable property and mail violations, and/or it may be scan searched or examined.
 - a. Mail may be read and may be rejected based on legitimate institutional interests of order and security and inmates are notified when incoming or outgoing letters are withheld in part or in full when required by this policy.
2. **Incoming Non-Privileged Mail to be Opened.** All incoming non-privileged letters and packages shall be opened by staff in order to intercept cash, checks, money orders and any other contraband items. All digital mail shall be reviewed and approved for release to recipient as long as it does not violate policy or laws.
3. **Address and Delivery of Incoming Mail.** Incoming mail must include the Facility Name, the inmate's confinement name followed by the inmate's institutional number followed by the facility address. The full name and mailing address of the sending person or entity is also required. All information on the envelope must be legible or it may be rejected.
 - a. Incoming mail containing titles or prefixes to an inmate's name such as "Dr." or "Reverend", or containing aliases or nicknames other than the inmate's confinement name or confinement name accompanied by his/her legal name, will be returned to the sender unprocessed.

4. **Outgoing Mail.** All outgoing mail shall be processed as follows:

- a. The envelope must contain the sending inmate's full confinement name and number and Saunders County Corrections address in the upper left front corner of the envelope and the full name and address of the intended recipient on the front of the envelope. No other pictures, drawings, words, etc. will appear on the envelope. This is necessary so disclaimers can be applied by Corrections.
- b. Outgoing mail will be given to the housing unit officer unsealed for them to inspect for contraband. Once inspected it will be sealed. Legal mail see section IV. Subsection B. of this policy.
- c. All outgoing non-privileged mail can be thoroughly inspected or examined prior to posting.
- d. Prior to posting, all outgoing inmate mail (non-digital) will be stamped with the words "this is uncensored mail from an inmate" on the envelope.

D. Inmate Correspondence with Other Incarcerated Individuals.

1. **General Prohibition.** Except for the exceptions listed in the paragraph IV.D.3., below, inmates may not send mail nor receive mail from other incarcerated individuals, including, but not limited to, co-defendants and those in other facilities but with a hold for this facility or counties that contract with this facility.
2. **Return of Inmate Correspondence.** Except for the exceptions in paragraph IV.D.3, below, mail which is identified as being from other incarcerated individuals prior to opening shall be returned to sender unprocessed with the envelope marked "Return to Sender". "Mail from an Unauthorized Source".
 - a. Separate notice of the return will not be given to the inmate addressee for such unopened and unprocessed mail.
 - b. Mail from an unauthorized incarcerated individual, which is not identified as being from an incarcerated individual prior to opening, shall be rejected.
3. **Allowable Exceptions.** Exceptions allowing correspondence between inmates and other incarcerated individuals may be made for a total of up to two (2) letters per week (2 sent and 2 received) under the following guidelines:
 - a. An inmate may correspond with another incarcerated individual when the correspondents are both inmates as defined by this policy, and were at the time of commitment, verifiable immediate family members. For the purpose of this policy immediate family is defined as the inmates spouse, parent, child,

brother, sister, grandparent or grandchild. Any exceptions beyond that must be requested to the Director, in writing.

- b. Inmates may write to or receive mail from another incarcerated individual concerning obtaining or giving legal assistance on matters related to civil rights and conditions of confinement, appeal of conviction, or habeas corpus actions only, or in furtherance of a legal matter in which the incarcerated individuals are co-parties, in accordance with this section, subject to the understanding that this mail is not considered legal mail for processing purposes.
 - i. Inmate correspondence from another incarcerated individual concerning legal work must be clearly marked “Legal Related” on the front of the envelope, or it will be returned unopened and unprocessed to the sending person.
 - ii. Legal related correspondence between incarcerated individuals will not be handled as privileged mail.
 - 1) Legal related correspondence between incarcerated individuals shall be considered non-privileged mail and shall be opened, inspected, and/or examined by mail processing staff prior to delivery to the inmate addressee, or prior to posting if it is outgoing correspondence.
 - iii. The ability to write other inmates concerning legal work may be revoked if the content is not strictly related to obtaining or giving legal assistance on matters related to civil rights and conditions of confinement, appeal of conviction, or habeas corpus action only, or in furtherance of a legal matter in which the inmates are co parties.
 - 1) Inmate disciplinary issues, grievances or potential grievances and parole matters do not qualify as legal matters exempt from restriction of correspondence between incarcerated individuals.
 - 2) The correspondence should consist of requests for advice or assistance, the giving of advice or assistance, or the giving of legal documents.
 - 3) Except for normal salutations and closings, the correspondence should not address matters outside the scope of the type of legal matters discussed above.
 - 4) Unauthorized communications generally involve any non-legal discussion. More specifically:

- a) Social exchanges;
 - b) News or other information not related to the legal matter at hand;
 - c) Any other materials or documents not related to legal matters; or
 - d) Encrypted, coded or otherwise hidden messages.
- iv. Inmate-to-inmate correspondence in violation of this section will not be delivered to the addressee and will be rejected as if it “otherwise violates this policy and procedure.
- 1) The inmate addressee will be notified of this rejection using a *Notification of Rejected Mail Form* within two (2) working days of the rejection.
- c. An inmate may correspond with another incarcerated individual if the corresponding inmates are unmarried biological parents of the same minor child(ren), when paternity has been established and proof of such is provided to the Director. Once that occurs the Director will approve in writing as long as the correspondence is directly related to the welfare of the child(ren).
- d. An inmate may correspond with another incarcerated individual at another facility only with expressed written approval of both facility CEO’s, which shall be given only for good cause shown.
- e. Any requests for inmate to inmate correspondence must be provided in writing to the Director with any supporting documentation attached that may verify the relationship as outlined in this policy.

E. Rejection of Non-Privileged Mail.

1. **Reasons for Rejection of Non-Privileged Mail.** Non-Privileged mail, both incoming and outgoing, may be opened, read, photocopied and may be rejected when in violation of this policy and procedure; when based on legitimate correctional facility interests of order and security; and when it is deemed to pose a threat or be detrimental to legitimate penological objectives, including inmate rehabilitation.
2. **Notice of Rejection.** Mail that is received, but returned to sender unopened and unprocessed due to an outwardly apparent violation of this policy and procedure, will not require a separate rejection notice to either the sender or the inmate addressee, but shall have a notation, form, label or stamp affixed on the outside of the envelope or package explaining the reason for the refusal (e.g., incomplete

address; unauthorized attachment; mail from unauthorized source; or unable to positively identify intended inmate recipient.)

3. **Notice to Inmate of Rejection.** Inmates shall be notified when incoming or outgoing non-privileged mail that has been opened and processed is rejected when required to do so by this policy, using the *Notification of Rejected Mail Form*, within two (2) business days of the rejection.
4. **Authority to Reject Non-Privileged Mail.** The rejection of non-privileged mail, other than publications, will be at the discretion Director or designated mail processing staff.
5. **Return or Disposal of Rejected Mail.** Any item rejected consistent with this policy and procedure, may be returned to sender.
 - a. Any cost for returning the rejected item may be at the expense of the inmate.
 - b. Any item rejected consistent with this policy and procedure shall not be considered as inmate property and is not therefore subject to the requirements of SCC property policies.
6. **Criteria for Rejecting Mail.** As a general rule, any printed material, to include newspapers, drawings, magazines, pamphlets, books, photographs or any other mail may be rejected if it is determined to be detrimental to the security, good order, or discipline of the facility, and/or if the effect of which might hinder rehabilitation of an inmate, facilitate criminal activity, or contribute to a hostile work environment. Some other reasons may be rejected may be:
 - a. It is a security concern, contains threats, plans, or evidence of criminal activity, including but not limited to escape, violence, contraband, blackmail, extortion, etc.; or if it incites, advocates, aides or abets such criminal activity.
 - b. Is contrary to legitimate penological interests.
 - c. It contains instructions for the manufacture of explosives, drugs or other unlawful substances or devices.
 - d. It deals with escape, hiding, etc.; advocates violence, in general, or within the facility.
 - e. It contains sexually explicit material or photographs.
 - f. Mail may be rejected if it is contrary to specific instructions of a court order.
 - g. Mail may be rejected if it contains and/or is in furtherance of attempts to send contraband, within, into, or out of any correctional facility, including but not

limited to nudity or sexually explicit material. For the purpose of this policy, sexually explicit material is defined as: full or partial nudity, including depictions of the uncovered female breasts, aroused or unaroused male or female genitalia, bestiality, sexual acts to or with minors, sexual acts including, but not limited to penetration/intercourse, and/or oral sex with or without an object including overt sexual toys and/or sexual aids, or sexual behavior that has violent context.

- h. Mail may be rejected if it contains plans for activities in violation of the inmate Disciplinary Guidelines or otherwise violates the Misconduct Charges.
- i. Mail may be rejected if it is in code or the contents are not otherwise easily understood.
- j. Mail may be rejected if it contains gang-related material, gang signs, security threat group paraphernalia, or information concerning security threat group related activities.
- k. Mail may be rejected if it contains material that could create tension within the correctional facility because it advocates separation of or violence between, or is derogatory towards, any group or individual within the correctional facility, or contains inflammatory information or other information which, if communicated, would create a clear and present danger of violence and physical harm to a human being or if it advocates racial, religious or national hatred.
- l. It contains pictures on photo paper or other unapproved substances; this includes newspaper clippings and coupons. All pictures must be on standard non-photo paper. If the photo looks to have been tampered with in any way it will not be allowed.
- m. It contains musical devices, metal objects, hard substances, food or other items outlined as prohibited.
- n. It contains anything that would have been destroyed to be properly screened or scanned.
- o. It contains oversized objects (i.e. larger than 8 ½ by 11 inches with the exception of legal documents).
- p. No greeting cards will be allowed or letters or pictures colored with markers and/or crayons.
- q. It contains third party correspondence.

- r. It contains anything deemed unacceptable by corrections staff due to otherwise violating this policy or other Departmental policy.
- s. Mail shall be rejected if it contains cash, checks or other forms of remittance that is not allowed or from individuals who are relatives or visitors of other inmates in custody of Saunders County Corrections. An exception would be if the person is a verifiable family member of both parties.
- t. Mail may be rejected if it contains material not intended for the addressee; but rather material intended for other parties.
- u. Mail may be rejected if it contains plans for activities in violation of this policy and procedure or otherwise violates this or any other policy and procedure.
- v. Mail may be rejected if it contains glue, glitter, glitter pens, powder, stickers, stamps, prepaid envelopes, perfume, after shave or cologne, lipstick or lip gloss, possible bodily fluids, crayon, marker and/or any other foreign substance attached to or absorbed into the envelope or contents. This includes artwork other than that designed by and printed by the manufacturer onto the stationery or envelope or hand-made drawings included as an unauthorized enclosure.
- w. If part of the mail is in violation then the entire mailing may be rejected unless otherwise allowed by this policy.

*all personal mail will be scanned and this facility cannot guarantee the quality of certain images, substances.

F. Publications. This section shall govern inmate access to publications.

1. **Receipt from Publisher.** Inmates may receive publications directly from the publisher only.
2. **Hard Back Books and Publications Prohibited.** Hard back books and other hard back publications are prohibited in Saunders County Corrections facilities and will not be accepted regardless of content.
 - a. Hard back books will not be accepted even if the cover is removed.
 - b. Hard back books and publications will not be rebound and converted to soft covers by SCC.
3. **Publications to Be Paid in Advance.** All orders for publications must be paid for in advance of receipt.

4. **Rejection of Delayed Billing Publications.** Credit, delayed billing, or “bill me later” transactions for subscription to publication or purchase of publications or other merchandise received by the facility will not be processed for mailing and may be destroyed without notice to the inmate addressee.
5. **Limitation on Number of Publications Possessed.** The number of publications that an inmate may have in his/her possession at any given time is governed by property allowances contained in other policies.
6. **Inspection for Contraband.** All incoming publications shall be thoroughly inspected for contraband or any other violations of this policy and procedure. Any contraband received shall be disposed of in accordance with this policy or the appropriate policy governing contraband control and evidence.
7. **Removal of Unauthorized Enclosures.** Unauthorized attachments, enclosures, merchandise, or materials in publications, such as perfume samples, CD’s, and “bill me later” subscription cards not attached to the publication, may be removed and destroyed to allow the publication to be accepted and delivered to the intended inmate recipient.
 - a. Unauthorized items may be removed and destroyed without notice to the inmate or the publisher of the removal if the publication is otherwise in compliance with this policy and procedure, and doing so would not drastically alter/destroy the publication or remove other content not directly related to the item(s) removed.
 - b. If unauthorized items cannot be removed without drastically altering/destroying the publication, or such removal would also remove other content not directly related to the item(s) removed, the publication may be rejected upon the approval of the Director.
 - c. All accepted books, magazines and other publications (except newspapers) shall have an approval stamp placed on the front or inside cover of the publication, together with the inmate addressee’s name, confinement number and staff’s authorization signature.
 - i. It will be the responsibility of the inmate to obtain approval stamps on publications received prior to the effective date of this policy.
 - ii. Books and magazines without the approval stamps will be considered contraband after the policies effective date.
 - d. Sales advertisements and other newspaper inserts, not part of the actual news with the exception of TV listings will be removed prior to delivery to the inmate.
9. **Rejection of Publication by Director.** Only the Director may reject incoming publications.

- a. The Director may reject a publication only if it is determined detrimental to the security, good order, or discipline of the correctional facility or if it might facilitate criminal activity. See IV. E. 6. In addition to letter e. below.
- b. The Director may not reject a publication solely because its content is religious, philosophical, political, social, or because its content is unpopular or repugnant.
- c. Publications which might be rejected by the director, include but are not limited to publications which meet one of the following criteria:
 - i. The publication depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices;
 - ii. The publication depicts, encourages, or describes methods of escape from correctional facilities or contains maps, blueprints, drawings or similar descriptions of the Saunders County Corrections facility or areas immediately adjacent to Saunders County Correctional facility;
 - iii. The publication depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs, or depicts or describes procedures for avoiding detection of drugs or alcohol or interference with results of drug or alcohol testing;
 - iv. The publication is written in code;
 - v. The publication depicts, describes or encourages activities which may lead to the use of physical violence or group disruption, including martial arts or similar instruction;
 - vi. The publication encourages or instructs the commission of criminal activity;
 - vii. The publication contains nudity or is sexually explicit material whether pictures or in writing that depicts erotic behavior and is intended to cause sexual excitement and/or arousal.
 - viii. The publication poses a threat to the security, good order, or discipline of the correctional facility, or facilitates criminal activity, or disrupts or inhibits the rehabilitative objectives of the correctional facility.
- d. Incoming mailings that contain only advertisements, brochures, promotional materials, pamphlets, sweepstakes, contests and other materials where the primary purpose is to sell a product or service and when taken as a whole lack serious literary, artistic, religious, political, educational, or scientific value, shall be prohibited.

- i. Such items will be returned to the sender if forwarding postage is guaranteed or they shall be destroyed.
- ii. No notice will be provided to the sender or the intended recipient for mail refused under this paragraph.
- h. The inmate addressee shall be notified when a publication has been rejected by the director using the *Notification of Rejected Mail Form*, within two (2) working days of the rejection.

G. Packages

1. **Prior Authorization Required.** Packages, other than publications received directly from the publisher in accordance with section F above, shall require prior authorization from the Director or his designee.
2. **Thickness of Mail to Determine Designation as Package.** Non-privileged mail, other than publications received directly from the publisher in accordance with section F above, that is more than $\frac{1}{4}$ inch thick, regardless of other dimensions, and legal and official mail that is more than three (3) inches in thickness shall be considered to be a package.
3. **Package Authorization Required.** All packages, including those containing religious or study material not received directly from the publisher, will be returned to sender unprocessed unless receipt has been pre-approved by the Director or designee.
 - a. Notice of the return will be provided to the inmate using *Notification of Rejected Mail Form* within two (2) working days of the rejection.
4. **Packages from Inmate Family and Friends.** Family and friends are not permitted to mail packages to inmates.
5. **Medically-Required Items Ordered by Friends and Family.** Outside friends and family are not permitted to order items for delivery into the facility, except for pre-approved replacement prosthesis, corrective footwear, or other medically-required items meeting the following criteria:
 - a. Such items may only be ordered with the approval of and upon the express written order of a licensed physician under contract to provide services to Saunders County Corrections inmates; and,
 - b. Such items may be ordered from an authorized medical supplier for direct delivery from the supplier to the correctional facility, if and only if, the item is not available, or would not be available, through medical suppliers contracted with SCC or its contract service provider within a reasonable timeframe; and,

- c. Delayed access to the item by the inmate would be medically concerning to the authorizing physician; and,
 - d. The item is packaged by and delivered directly from the approved medical supplier to the attention of the authorizing physician only at the correctional facility address; and
 - e. The item is provided to the inmate only after physician's approval of the item as medically appropriate and following security inspection for contraband.
6. **Prior-Authorized Packages Containing Contraband.** Prior-authorized packages which, after opening, are found to contain contraband shall be returned to sender with the contents of the package intact, unless the contents are illegal or are evidence of a crime as defined by Nebraska State Statutes, and/or Federal Statutes, in which case they will be confiscated and held as evidence for law enforcement officials.
- a. Notice to the inmate will be provided using SCC *Notice of Rejected Mail Form*, unless contraband was referred to law enforcement officials.
 - b. Hard back books and other hard back publications are prohibited in SCC facilities and will not be accepted regardless of content, even if received as part of a pre-authorized package.
 - c. Any item rejected consistent with this policy and procedure, may be returned to sender at the expense of the inmate.
 - i. Any package rejected consistent with this policy and procedure shall not be considered inmate property and is therefore subject to the requirements of other departmental property control policies.
 - ii. Indigent inmates who have packages rejected may have the full costs of the return charged against his/her individual account for future reimbursement in accordance with this policy, even if it results in a negative balance on the inmate's account.
7. **Sending Outgoing Packages.** Inmates may send outgoing packages containing personal property items, including legal work out at their own expense by using a U.S postal service flat rate mailer. An Interview Request Form requesting funds be removed from the inmate account for this purpose shall be submitted to the Corrections Administrative Assistant. The Administrative Assistant can also be contacted for this via the Grievance Tracker and selecting Commissary/Phone. Outgoing property requests shall normally be processed with ten (10) days of receipt.

H. Inmate Mail and Money

1. Incoming Money

- a. Money will only be accepted for deposit if it is in the form of a Postal Money Order. Other monetary forms received in the mail will not be accepted.
 - i. Money orders must be filled out completely to include the name and address for the sending party in the space provided on the money order.
 - ii. Incomplete money orders or money orders received from individuals not authorized to send the inmate money under this policy shall be returned unprocessed.
- b. Personal checks, governmental checks, cash, or other forms of remittance in violation of this policy and procedure will not be accepted after the effective date of this policy and will be returned to the sender unprocessed along with the letter or enclosures, in the envelope it was received in.
 - i. Mail returned to sender for money violations will be marked "Return to Sender. Remittance in Violation of Mail Policy".
 - ii. The cost of returning such items shall be paid by the inmate addressee.
 - iii. Inmates will be notified of such returns using the *Notification of Rejected Mail Form*.
- c. Money orders in compliance with this policy shall be removed from incoming mail, logged onto the *Incoming Mail Money Log (Attachment 6)* and will be processed according to *Operational Instruction E-400-OI-001*.
 - i. The inmate must endorse the money order before it can be deposited into their account.
 - ii. If it is a Postal Money order and the inmate does not endorse the check that could otherwise be placed onto their account they will no longer be considered indigent since there are funds available to them.
 - iii. Non-Postal Money Orders will be rejected (entire mailing) and returned to sender

2. Outgoing Money

- a. Money may be released off of your account one time by filling out a *Property Release Form (Attachment 7)* and indicating specifically what you want released and to whom.

- b. The release is only authorized within the inmates first 15 days of incarceration. Once that time is past there are no authorized monetary releases.
 - i. Funds can only be released to a person that can physically come to the facility to sign for the check and has valid photo identification..
- I. **Indigent Inmates.** Indigent inmates as defined within this policy, shall receive a specified amount of postage paid envelopes to maintain community ties.
 - 1. **Indigent Status.** When an inmate has less than two dollars (\$2.00) on their account for a period of two weeks from the Monday that an indigent order is being processed they will be considered indigent and will be allowed to order and receive indigent items that can include up to three (3) envelopes for the purpose of maintaining community ties.
 - i. If when an inmate is booked they will have an opportunity to submit an indigent order.
 - ii. Once an inmate qualifies for indigent status they will remain on that status until a point in time that they have funds on their books or available to be placed on their books.
 - 2. **Indigent Inmates Postage and Supplies.** An inmate who is considered indigent shall be required to completely fill out an *Indigent Order Form* in order to receive the supplies they want.
 - a. If pre-stamped envelopes are provided to indigent inmates they will be addressed with the requesting inmate's full official SCC return address by the inmate at the time of delivery.
 - i. Inmates shall be required to sign for indigent items received. Cost incurred by the department in providing such necessary supplies and/or mailing services shall be tracked for each inmate whom the supplies and/or mailing services were provided, and shall be charged against and indigent inmate's account for future reimbursement in accordance with this policy, even if it results in a negative balance on the inmate's account.
 - ii. If the inmate is released and owes money for items that were provided this will remain associated with the inmate account on any future incarcerations with this Department.
 - iii. Twenty-five percent (25%) of any future-received funds to the account of any inmate in arrearage for the costs of materials and supplies under this policy, not credited to child support, shall be frozen and used for payment towards such arrearage prior to the crediting of the balance of

the amount received to the inmates personal account. This twenty-five percent shall be independent of any other amounts targeted for reimbursement due to other debts or obligations.

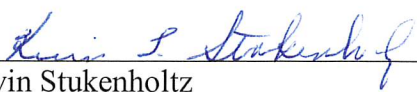
- iv. Postage beyond that of mailing a first-class letter will not be provided for any non-legal item(s).
- v. There will be no eMessaging for inmates that don't have the funds to cover the costs of it.

J. Forwarding of Mail

1. **Mail from U.S Postal Service Forwarded After Release.** Saunders County Corrections will not forward mail for individuals who are not currently housed here. Mail that comes in for an inmate not currently housed here will be returned to sender unprocessed.
2. **Inmate Responsibility to Make Change of Address Notification.** It will be the inmate's responsibility to make a change of address notification to the publishers to whom he/she subscribes in the event he/she is transferred to another correctional facility or discharged.

V. Training Points

- A. Who will deliver mail to an inmate addressee?
- B. Can enclosures of minimal value, such as paper clips or blank sheets of paper, be removed and destroyed so that the inmate may receive the incoming publications without notice being given to the inmate?
- C. Under what circumstances may legal mail be opened?
- D. Under what circumstances may legal mail be scan searched or read?
- E. Who may make the decision to reject incoming publications?
- F. Can all inmate-to-inmate mail be received?
- G. Is legal mail that is sent from one incarcerated individual to another privileged mail?
- H. Are inmates authorized to receive hardback publications?


Kevin Stukenholtz
Saunders County Sheriff

3-9-2022
Date

Housing Unit: _____

Ofc initials: _____

Date & Time: _____

Saunders County Department of Corrections
Indigent Commissary Order
Detainee Without Funds Purchase Request &
Soap Order Form

Inmate Name: _____ #: _____ Date: _____
 Print Name Last, First Inmate number

* Price & products subject to change

*** **Circle item wanting to order and fill in cost**

(Not completing All columns will result in order not being processed)

Code	Item Description	Number Ordered	Price Each	Total Cost
Circle items wanted				
9009	Indigent Envelopes Max 3 per week	1 or 2 or 3	\$ 0.79	\$
9010	Paper - (Set of 10 sheets)	1 Set	\$ 0.25	\$
9006	Toothpaste	1	\$ 0.25	\$
9004	Shampoo	1	\$ 0.45	\$
9005	Soap - Bar	1 or 2	\$ 0.06	\$
9002	Ink pen - Flex	1	\$ 0.58	\$
9015	Deodorant 1 every Week	1	\$ 0.60	\$
*** Note time frame for below items				
9003	Comb (1 every 6 months)	1	\$ 0.17	\$
9007	Toothbrush (1 every 3 months)	1	\$ 0.25	\$
The above items will be billed to your account See note below and <u>initial here></u>				
			Total	\$

IMPORTANT INFORMATION

- Indigent items order using this form will be issued with the regular orders.
- Your inmate account will be debited to cover the cost of this order.
- Your signature below authorizes funds to be removed from your account.
- Trading or giving away any item from this order sheet may result in the loss of ordering these items for a period of time. Detainees cannot trade or give items to other detainees.

Inmate Signature_____
Inmate Signature - Receipt of Item
 Reprinted:
 Updated:

 6/15/2016
 9/29/2015

SAUNDERS COUNTY CORRECTIONS

Legal Mail/Correspondence Log

[illegible]

SAUNDERS COUNTY CORRECTIONS

Confidential/Registered Mail Form

Date: _____

Inmate Name: _____ #: _____

Confidential/Registered Mail tracking number (if any): _____

Mail From: _____

Attached is inmate mail that has been marked confidential/registered or legal mail. This envelope has been opened in my presence and was checked for contraband as outline in Policy E-300 Inmate Mail.

I acknowledge receipt for this confidential/registered/legal mail by my signature below.

Inmate Signature

Date

Time

Officer Signature & #

Date

Accidental Opening of Confidential/Registered/Legal Mail

On _____ I _____ mistakenly opened the above
Date Employee name
listed Confidential/Registered/Legal Mail. The specifics of this situation are as follows:

Employee Signature

INCOMING MAIL MONEY LOG

[illegible]

SAUNDERS COUNTY CORRECTIONS
PERSONAL PROPERTY RELEASE REQUEST

Inmate Name: _____ #: _____ Date: _____

Housing Unit: _____

Please release the following item(s) from my personal property: (You must individually list each item you want released or your request will not be approved):

Please release the above property to:

Name: _____ Date requested for property release: _____

*It is the inmate's responsibility to notify the person picking up the property. There will not be any same day property releases. The form must be submitted at least twenty-four hours in advance of the requested release date.

This form must be signed in the presence of a correctional officer.

You must retain a change of clothing including a pair of shoes for release.

Inmate Signature: _____

Officer's Signature: _____ Staff #: _____

-----Staff use only-----

Property Location (facility): _____ Tote #: _____

Officer removing property for release: _____

Property has been released from JAMIN: **YES/NO**

Staff releasing property from JAMIN: _____

Person picking up property: *Must be at least 21 years of age.

Name: _____ Signature: _____

Drivers License #: _____

Date: _____ Time: _____

Employee Releasing Property:

I _____ have verified the property listed above is present and only the property above has been released.

Staff Signature: _____ Date: _____ Time: _____