

- Return address of outgoing mail violates Department rule (regular, legal, & privileged)
- Outgoing package or envelope bears artwork, additional lettering, or designs other than the required address and return address (regular, legal & privileged mail)
- Routine mail delivered by means other than U.S. Postal Service
- For legal mail, court has yet to authorize non-paper materials or documents
- For legal mail, mail contains item permissible for inclusion in routine mail, but prohibited for inclusion in legal mail
- For privileged mail, mail contains items permissible for inclusion in routine mail, but prohibited for inclusion in privileged mail
- For legal or privileged mail, mail contains items which are prohibited for receipt in routine mail
- Greeting card is constructed in such a way as to permit concealment of contraband
- Contains or appears to contain unknown or unidentifiable substances
- Item of a non-communicative nature such as lottery tickets or matchbooks (Must have Wardens approval for folders)
- Mail utilizes home made envelopes or packages (regular, legal, or privileged mail)
- Mail contains Money Order
- Rule 32-210.101 Inmates shall not be permitted to Receive mail in padded envelopes.
- Newspapers and Books must be mailed from Publisher or Store. Newspapers and Books Must Arrive by US Post Office

- Is dangerously inflammatory in that it advocates or encourages riot, insurrection, disruption of the institution, violation of department or institution rules
- Pictorially depicts actual or simulated sexual intercourse; sexual bestiality; masturbation; sadomasochistic abuse; actual lewd exhibition of the genitals; actual contact with a person's unclothed genitals, pubic area, buttocks, or, if such person is a female, breast with the intent to arouse or gratify the sexual desire of either party; or any act or conduct which constitutes sexual battery or simulates that sexual battery is being or will be committed
- Presents nudity, display of genitals, pubic area, buttocks or female breasts orally, digitally or by foreign object, or display of sexual organs in an aroused state
- Contains criminal history, offender registration, or other personal information about another inmate or other inmate pictures which, in the hands of an inmate, presents a threat to the security, order or rehabilitative objectives of the correctional system or to the safety of any person.
- Otherwise presents a threat to the security, order, or rehabilitative objectives of the Correctional System, or to the safety of any person, gang Symbolisms.
- Mail establishes or conducts business
- Mail for contests or sweepstakes
- Utilizes a third party mailing service – includes facebook, myspace and twitter. Inmate to Inmate thru a third party.
- Depicts, describes or encourages activities which may lead to the use of physical violence or group disruption. Including Gang signs in pictures, Gang Symbolisms.
- Encourages or instructs in the commission of criminal activity
- Threatens physical harm, blackmail or extortion
- Correspondence not written in either English or Spanish; warden's approval for alternate language not received

**OTHER** : 33-210.(20) No packaging other than standard envelopes shall be given to inmates. Incoming mail that includes the following types of packaging shall be rejected and returned to the sender unopened: any envelopes that include metal parts, boxes, padded envelopes, plastic/Tyvek bags, card stock type envelopes (i.e. US Mail Priority for US Mail Express card board type), multi-layer packaging, bubble wrap, packing peanuts, etc.

MS. J LEDFORD  
Mail Room Personnel

When an inmate is prohibited from sending or receiving any item of mail, the inmate and the sender, when applicable, will be provided a copy of this form which will indicate the reason(s) for disapproval. A copy of this form and any attached copies of correspondence will be retained by the institution.

All items are for routine mail unless otherwise specified.