

institutional address or verifiable return address of sender

- 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
- Mail utilizes home made envelopes or packages (regular, legal, or privileged mail)
- Mail contains Money Order
- Correspondence not written in either English or Spanish; warden's approval for alternate language not received

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 in such a way as to create the appearance that sexual conduct is imminent, i.e., display of contact or intended contact with 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 offender 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
- Mail establishes or conducts business
- Mail for contests or sweepstakes
- Utilizes a third party mailing service
- Depicts, describes or encourages activities which may lead to the use of physical violence or group disruption
- Encourages or instructs in the commission of criminal activity
- Threatens physical harm, blackmail or extortion

Other: _____

M. Page

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.