

**KANE COUNTY JAIL
INMATE MAIL AND PACKAGE POLICY**

Incoming inmate mail will be opened and inspected by Jail Staff prior to delivery to the inmate.

ALL MAIL AND PACKAGES NEED TO BE ADDRESSED AS FOLLOWS:

INMATES NAME AND INMATE NUMBER

C/O KANE COUNTY JAIL

971 E KANEPLEX DRIVE

KANAB, UT. 84741

All materials, except paper product and photographs up to 4X6 are considered contraband.

Mail will be rejected for contraband and returned to sender (if known for the following):

- * Material depicting nudity or is sexually explicit
- * Inflammatory material or material depicting gang signs
- * Stamps, stickers, tape, correction tape or liquid
- * Watermarks, marker or highlighter, crayon, or other marks
- * Soiled or stained paper
- * Instant photographs
- * Mail containing more than five (5) photographs
- * Perfume (scents), lipstick, glue or other substances
- * Glitter or confetti
- * Laminated items
- * Prisoner to prisoner correspondence
- * Improper return address
- * Bulk rate mail will be refused or discarded, except for paid subscriptions, and materials Received from a recognized religious organization directed to named prisoner.
- * Unapproved items, publications or packages

Mail containing no "return address" on the envelope will be unopened and discarded. Return address must have sender's name and complete address in the upper left corner of the envelope or upper left area of the postcard address space.

When mail is rejected, the sender (if known) will be notified in writing as to the reason of the rejection. The sender may appeal the rejection by sending an appeal in writing to the Jail Administration at the address listed above within seven (7) days.

Money need to be sent in the form of a Cashier's Check or Money Order. Government Refund Checks for the inmate are allowed. It is not recommended to send cash through the mail. Personal/private entity checks will not be accepted and will be returned to the sender (if known).

INMATE PACKAGE POLICY

Any packages sent to an inmate must have prior written approval by jail administration for the package BEFORE it is sent. This approval is given through the "inmate request system". The process goes as follows; the inmate submits a written request for a package containing up to seven (7) items. The items are approved or disapproved in writing by the jail administration, the package request is returned to the inmate and at the point, the inmate can let his/her outside contact know what items are allowed to be sent.

If the postmark date of the package is prior to or past the package approval date the entire package will be rejected and returned to the sender (if known) at the inmate's expense. The general public are not allowed to request package approvals.

No more than seven (7) items will be approved. If a package contains more than seven (7) items or unapproved items are included amongst approved items, the entire package will be rejected and returned to sender (if known) at the inmate's expense.

Packages can only be from a manufacturer or approved vendor i.e. WAL MART, TARGET, JACK L. MARCUS, WALKENHORST'S, MUSIC BY MAIL and EDWRD R. HAMILTON. (vendors are subject to change without prior notice) Packages received from any other entity will be returned to the sender (if known) at the inmate's expense. All items sent must be new and in original unopened packaging. All items received must come from one (1) vendor on the approved vendor list. All others will be rejected.

NO FOOD ITEMS ARE ALLOWED AND WILL BE REJECTED.

ALLOWED COLORS FOR CLOTHING: WHITE AND GREY PLAIN NO GRAPHICS, LOGO'S AND/OR LETTERING. NO COMBINATION OF APPROVED COLORS example: PLAIN SOLID WHITE AND/OR GREY TOP AND PLAIN SOLID WHITE AND/OR GREY BOTTOMS. ANY OTHER COLOR RECEIVED WILL BE REJECTED.

SHOES: BLACK, WHITE AND GREY SOLID COLORED SHOES, NO GRAPHICS, OR LOGOS OF ANY KIND AND NO OTHER COLOR MARKINGS. Example: SOLID BLACK, WHITE AND GREY SHOES WILL BE ACCEPTED. Not accepted SOLID COLORED SHOE WITH COLOR OUT LINE, GRAPHICS, MARKINGS AND/OR LOGOS.