

## KANE COUNTY JAIL MAIL POLICY

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

All materials, except paper products 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;
- \* Water marks, marker or high lighter, 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 below within seven (7) days.

Money needs 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).

### **Mailing address:**

Prisoner's Name, inmate #  
c/o Kane County Jail  
971 E. Kaneplex Drive  
Kanab, Ut. 84741

## INMATE PACKAGES

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 7 items. The items are approved or disapproved in writing by the jail administration, the package request is returned to the inmate and at that 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 the date of the package approval, the entire package will be rejected and returned to sender (if known) at the inmate’s expense. The general public are not allowed to request package approvals.

No more than (7) items will be approved. If a package contains more than (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 vendor i.e. Walmart.com, Amazon.com, Barnes & Noble, etc. (E-bay and similar sites **are not** vendors). The items sent must be new and unopened. All items approved must come from one vendor.

No food items are allowed.

Allowed colors for clothing type items are: white, grey, black, or blue. Item must be one color, not a combination of colors. Also, the items are to be plain with no logos, designs or wording.