

**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).