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## Inmate Mail

### 804.1 DEFINITIONS

**Privileged Mail** - Correspondence between an inmate and those individuals in which the law recognizes a private and protected relationship. Examples include but are not limited to:

- Attorneys;
- Courts;
- Legal aid services,
- Governmental officials and agencies;
  - Probation and Parole officials;
  - Elected officials, (as well as their authorized representatives acting in their official capacity);
  - Consular officials;
  - United States Marshal Service (USMS);
- An inmate's physician, psychiatrist, or other similarly licensed healthcare professional
- Members of the news media.

**General Mail** - Is all mail not privileged.

**Legal Contraband** - Any item that a person confined in a detention facility is prohibited from obtaining or possessing by statute, rule, regulation, or order. Contraband includes but is not limited to any items that have not been issued, purchased from the commissary, or approved by an appropriate supervisor, staff member, contractor, or volunteer.

- Contraband received by an inmate via the mail that is not in and of itself unlawful for a person to acquire or possess is typically considered harmless. This type of contraband may, at supervisory discretion, be stored in an inmate's property, pending his/her release from custody.

**Illegal Contraband**- Contraband received by an inmate via the mail that is illegal to possess, or transport as defined by the law, or that which is considered harmful or potentially dangerous to acquire or possess is considered "adverse." This type of contraband may not be stored in the inmate's property, pending his/her release from custody. The final disposition may require law enforcement intervention.

**Notifications** - An official written communication that is completed and sent by designated staff members of a piece of inmate mail in **all** cases where the item has been rejected, censored, or redacted. Notifications are intended to advise both the sender and the recipient of the rejection, or censorship and the basis for it, as well as the disposition of the mail item.

Note: Notices must explain the reason(s) for the rejection/censorship in enough detail to allow the sender and the intended recipient (i.e., inmate) to challenge the decision. An

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inmate may submit challenges via the established facility grievance process or send written correspondence to the KCDC Administrative Sergeant's attention.

#### **804.2 PROCEDURE - GENERAL MAIL DELIVERY**

Representatives of the United States Postal Service or other approved commercial mail couriers deliver all general and privileged mail to the Kenosha County Jail Pre-Trial Facility (PTF) and the Kenosha County Detention Center (KCDC). Limited exceptions are authorized for hand-delivered privileged mail.

- (a) Staff members are prohibited from transferring mail correspondence from one inmate to another outside of this procedure's established parameters.
- (b) No packages will be given to inmates without supervisory approval.

**Staff members are prohibited from personally bring in, removing, or mailing correspondence on behalf of inmates.**

#### **804.3 DELIVERY OF INCOMING MAIL WITHIN THE FACILITIES**

Incoming mail should be recorded into the JMS, sorted, and delivered to the respective zone/housing unit no later than one business day (24 hours) after receipt by the facility.

##### **804.3.1 PTF - GENERAL HANDLING PROCEDURES (INCOMING MAIL)**

- (a) Incoming inmate mail received by an approved courier and received internally from the KCDC will be sorted and date-stamped by a designated clerical staff member in the KSD Administration (Mail Room).
- (b) On business days, typically around 1500 hours, the A.M. Admissions/Release Specialist (ARS) assigned to Zone 9 Conference or designee will pick up the mail and transfer it to the PTF Conference Area for processing.
- (c) The ARS will examine all incoming mail items, confirm the custody status of mail recipients, and identify all inmate mail by name or global jacket number. The respective inmate's cell location should be legibly written on the envelope.
- (d) Mail received for inmates who are no longer in custody will be returned to the sender.
- (e) The Zone 9 Conference ARS will log all incoming PTF mail into the Jail Management System (JMS).
- (f) All (logged) incoming PTF mail will be left on the counter for the P.M. shift Zone 9 officer.
- (g) During the PM Shift, typically after 2200 hours, the Zone 9 officer will sort the mail by zone/housing location. When completed, the officer will notify the other zone officers via radio to pick up their respective zone's mail from Conference.
- (h) P.M. zone officers will pick up mail, inspect it for contraband, scan (where appropriate), and sort it by housing location.
- (i) Assigned officers should typically deliver the mail to inmates in their respective housing units when the dayrooms are opened for the day (i.e., at approximately 0500 hrs.)

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- (j) If an inmate is out of the housing unit when mail is distributed, it will be secured in the respective zone's officer station and given to the individual when they return.
- (k) Officers will record the mail delivery time in the appropriate zone activity log.

#### 804.3.2 KCDC - GENERAL HANDLING PROCEDURES (INCOMING MAIL)

Incoming inmate mail received by an approved courier and received internally from the PTF will be sorted and date-stamped by the Administrative Assistant (Receptionist) or designee. The inmate mail will then be placed into the designated mail bin in KCDC Administration.

- (a) During the PM Shift, typically after 2230 hours, the PM Movement 1 Officer or designee process the mail in the Administration area.
- (b) The officer will examine all incoming mail items, confirm the custody status of mail recipients, and identify all inmate mail by name or global jacket number. The officer will then sort the mail by housing unit location.
- (c) Upon completion, the Movement 1 Officer or designee will deliver the mail to the respective housing units.
- (d) Typically after midnight, the respective housing unit officers will inspect mail for contraband and scan it when appropriate.
- (e) The respective housing unit officers will log all incoming KCDC mail into the JMS.
- (f) Officers should deliver the mail to inmates in their respective housing units at approximately 0500 hours.
- (g) If an inmate is out of the dormitory/housing unit when mail is distributed, it will be locked in the respective workstation drawer and given to them when they return.
- (h) Officers will record the mail delivery time in the appropriate housing unit activity log.

#### 804.4 INITIAL SORTING AND HANDLING PROCEDURES (INCOMING MAIL)

All initial sorting and inspection procedures regarding incoming mail apply at both the PTF and the KCDC.

- (a) If mail is identified for inmates housed at the other KSD detention facility, it will be marked as such. (i.e., or written on the unopened envelope) This mail will then be forwarded to the respective facility by KSD Conveyance Bureau deputies in the designated (inter-office mail) briefcase on the next available inmate transport.
- (b) If the mail item is determined to be privileged mail or is found to be in a damaged or opened condition, the staff member will mark the item accordingly by utilizing an approved stamp or legibly identify the issue in writing.
- (c) If an unopened mail item is determined to violate facility rules in regards to the adverse physical characteristics (e.g., contains perfume, makeup, stains, stickers, gang symbols or is illegible), the inspecting staff member shall complete a and notify an on-duty supervisor The supervisor will inspect the item and make a final determination of status and disposition.
  - 1. If a supervisor authorizes a return, the item shall not be opened. It will be marked as "Refused" (e.g., utilizing an approved stamp or legibly identify the

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issue in writing) and returned to the sender. The reason(s) for the return shall be delineated on the item. Note: The return of mail under these circumstances satisfies sender notification requirements unless the reason(s) for the rejection cannot be adequately explained on the outside of the mail item. In that case, a will be completed and mailed separately to the sender following established procedures.

- (d) Unless previously approved, all packages should be presented to a supervisor for a determination as to whether the item will be accepted or returned. Returns will be handled in the same fashion as listed above.
  - 1. If the package contains religious items, the supervisor shall order the items to be forwarded to the chaplain for review. If approved, the chaplain should ensure an alert is entered in the JMS before delivering the item to the inmate. If the item's delivery is rejected, the item should be promptly returned to a supervisor for notification to the sender and intended recipient inmate.
- (e) Respective facility zone/housing unit officers will be responsible for opening and inspecting all incoming mail according to this procedure. During this process, officers are responsible for identifying mail items that are found to be inappropriate following the provisions of department policy or when an inmate is sent material, that while not prohibited by law, is considered contraband by the facility.
  - 1. In all such cases, the inspecting officer will be responsible for completing a , then notifying a supervisor and present the item and the completed form to them for a final determination of status and disposition.

#### 804.4.1 SUPERVISORY AUTHORITY

In all cases, a supervisor has the final authority regarding the rejection, censoring, redaction, and final disposition of a mail item found to violate department policy.

#### **804.5 MANDATORY INMATE AND SENDER NOTIFICATION PROCEDURES**

A formal written notification shall be provided to both the sender and to the intended recipient inmate in all cases where the mail item has been rejected in whole or in part or has been censored in accordance with the provisions of the Department policy. Notifications shall be made using the department-approved forms as follows:

##### **Non-Allowable Mail Processing Report internal form (Green Form):**

This document is an internal form used to notify inmates that mail items sent to them through the mail from outside of the facility were rejected or censored. The original form shall be completed by the staff member who initiated the rejections or censorship of a mail item.

- (a) A copy will be provided to the intended mail recipient (i.e., inmate).
- (b) A copy will remain with any mail item that is placed in an inmate's property or into the designated facility's contraband locker.
- (c) A copy will be provided to law enforcement anytime a criminal investigation is commenced regarding inmate mail.

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- (d) The original document will be forwarded to the appropriate facility staff member to be used as an informational template to complete a . Upon completion of that form, the original document will be placed in the respective inmate's jail file.

[See attachment: INMATE MAIL NON ALLOWABLE PROCESSING REPORT SENDER NOTICE](#)

#### **Non-Allowable Mail Processing Report – Sender Notice (Post Card):**

This postcard is mailed to notify external senders that mail items sent to inmates were rejected or censored. The designated staff member will complete and mail the postcard using the information from the Non-Allowable Mail Processing Report

The designated staff member is PTF: the on-duty Zone 9 Conference ARS KCDC: Office Manager or designee).

- A copy of the postcard will be placed in the inmate's jail file.
- The original postcard will be mailed to the sender.
- The mailing of the postcard will be logged into the JMS.

[See attachment: Non-Allowable Mail Sender Notice Post Card](#)

#### **Procedural Overview**

- (a) The notification process may be suspended if the contents of a mail item become the subject of a criminal investigation.
- (b) Any mail item may be subject to rejection, censorship, or redaction (e.g., letters, publications, packages) based upon its contents or condition in accordance with department policy.
- (c) Staff assigned to mail processing are responsible for identifying potential violations of department policy regarding the contents and condition of incoming inmate mail during the initial sorting process, as well as during inspection and distribution. Once identified, staff will notify and present inappropriate mail items to a supervisor along with a completed .
- (d) The decision to reject (either in whole or in part), censor, or redact a mail item will be made at the discretion of a supervisor.
- (e) If a rejection (in whole or in part) or censorship of a mail item is authorized by a supervisor, the involved staff will proceed with the notification process.
- (f) Notices shall be sent to the sender of censored correspondence or publications, even when the sender is the editor or publisher. A single notification may be sent if the publication is received by multiple inmates. In such cases, all the intended recipient's names must be clearly written in the notice.
- (g) Exceptions: External notification is not required:
1. In circumstances that only involve "content redaction."
  2. If the piece of incoming mail is returned (unopened) to the sender in its entirety, it should include an explanation for the rejection.

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3. If a mail item sent by an inmate is returned to the facility.

#### **804.6 RETURN OF INCOMING MAIL FOR INMATES NO LONGER IN CUSTODY**

Any mail received for inmates who are no longer in custody should not be opened. Such items shall be marked "**Not in Custody**" and returned to the sender via the USPS or other approved commercial mail courier. Note: The return of mail under these circumstances satisfies sender notification requirements.

#### **804.7 INSPECTING / SCANNING INCOMING GENERAL MAIL**

##### **Inmates and USMS Inmates Only:**

In the interest of maintaining a safe and secure detentions environment, officers will typically open and inspect general mail outside of the presence of the inmate. This mail will be checked for contraband (e.g., cash, money orders, checks, inappropriate photographs, and other prohibited items). This practice extends to all general mail correspondence, publications, and supervisory-approved packages.

General mail may be scanned by the officer for content but will not typically be read. When reasonable suspicion exists that there is a reason to believe the mail contains information detrimental to the security, order, or control, of the facility the mail shall be read and a supervisor notified.

#### **804.8 INSPECTING INCOMING - PRIVILEGED MAIL**

- (a) Privileged mail for inmates should be opened/inspected as follows:
  1. PTF: Opened/inspected by the officer in the presence of the inmate.
  2. KCDC: Opened/inspected by the officer in the presence of the inmate.
- (b) **Privileged mail will not be read, scanned, or copied.** The inspection shall be limited to the purposes of detecting physical contraband and confirming that any enclosures qualify as privileged correspondence.
- (c) Other inmates shall not be present during the opening and inspection of privileged mail.
- (d) Inmates may receive any material reasonably necessary for the individual to present his/her legal claim.

#### **804.9 REMOVAL OF POSTAGE STAMPS AND ENVELOPE FLAPS (GENERAL AND PRIVILEGED MAIL)**

Contraband can be transferred to an inmate under a stamp and within the margins of the seal of an envelope flap. Once it has been determined that a piece of incoming "General" or "Privileged" mail will be accepted and delivered to an inmate, all postage stamps applied to the item should be removed and properly discarded. A thorough inspection of the envelope and its contents for

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contraband shall take place before delivery. If the seal of the envelope flap appears compromised, it should be removed and discarded.

As a safety precaution, officers should use medical exam gloves when performing this task.

Attempts should be made to protect the return name/address information on the front of the envelope.

#### **804.10 RETURNING INCOMING MAIL**

If a mail item is determined to violate facility rules, the supervisor will decide to accept, reject it in whole or in part, censor, or redact it. While the supervisor has the option to return the item to the sender, this option should only be considered when the entire item is to be rejected. Consideration should be given to repackaging efforts and postage costs, versus the ability to store it in the inmate property bag pending their release from custody.

#### **804.11 RETURNING MAIL - OUTGOING**

For purposes of this section, the term outgoing mail refers to inmate mail that was processed by facility staff, sent out via USPS, and was subsequently returned to the facility. Any outgoing inmate mail that is returned to the respective facility for any reason (e.g., insufficient postage, incomplete, incorrect or illegible address, unclaimed or refused mail) will be sorted, inspected, opened and delivered back to the inmate in the same manner as any other incoming inmate (e.g., general or privileged).

- (a) In the circumstances involving the return of outgoing mail, it is not necessary to send a formal written notification to the intended recipient.
- (b) If an inmate presents a correspondence to an officer for mailing that is determined to be in violation of rules regarding its adverse physical characteristics the officer shall return the item to the inmate with a verbal or written notification of the rejection. Once the violation is corrected, the inmate may resubmit the correspondence for mailing.

#### **804.12 MAILED LEGAL CONTRABAND**

##### **804.12.1 CONTRABAND MONEY AND CHECKS**

All U.S. currency, certified checks, or money orders made out to an inmate will be deposited into his/her respective inmate account. Inmates can confirm deposits via a facility kiosk or tablet.

- (a) Foreign currency and personal checks, as well as other financial instruments (e.g., checks or money orders) not addressed properly or incomplete in nature, shall be considered legal contraband and will be placed into the respective inmate's property bin pending his/her release from custody.

##### **804.12.2 CONTRABAND (NON-ALLOWABLE ITEMS)**

If suspected contraband arrives for an inmate in the mail, the officer will complete a and present it with the item to a supervisor for a final determination of "non-allowable" status and disposition.

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If the supervisor determines any status other than giving the item(s) to the inmate in its entirety, Mandatory Inmate and Sender Notification procedures will apply.

#### 804.12.3 DISPOSITION OF CONTRABAND

Disposition options include, but are not limited to, the following:

- The entire mail item will be returned to the sender.
- The entire mail item will be placed into the inmate property bin, pending his/her release from custody.
- If only the enclosure is considered non-allowable (e.g., sexually explicit photograph or other contraband) and it will be placed in the inmate's personal property bin, while the remainder of the mail item is given to the inmate.
- The item will either be censored or redacted and then given to the inmate.
- The non-allowable item is placed in the designated facility contraband locker.
- The non-allowable item is properly disposed of.
- A supervisor determines that a final disposition may require law enforcement intervention, (i.e. criminal investigation).

#### 804.13 ILLEGAL CONTRABAND

If contraband arrives for an inmate and the officer determines that it may be illegal to possess, transport, harmful, or potentially dangerous, the officer will complete a and present it with the item to a supervisor. The supervisor will make a final determination of the status and disposition. The supervisor will examine the item(s) and decide whether a criminal investigation is appropriate.

##### Criminal Investigation is Initiated:

- If the supervisor determines that a criminal investigation is warranted, they will contact Joint Services Dispatch to initiate a formal criminal complaint and request a Deputy Sheriff respond.
- The involved detentions officer will complete an incident report. Following a supervisory review, a copy of the officer's report and the will be forwarded to both the investigator and the involved inmate jail file.
  - Note: In the case of a criminal investigation, typical notification protocols may be suspended. Security staff shall **not** make verbal or written notifications to the involved inmate or the sender unless otherwise advised to do so by law enforcement.

##### No Criminal Investigation:

- If the supervisor determines that a criminal investigation is not warranted, the supervisor shall determine the non-allowable status and disposition of the contraband item. Unless the supervisor directs that the item is to be given to the inmate in its entirety,

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#### **804.14 OUTGOING MAIL**

- (a) All outgoing mail will be submitted to the officer unsealed.
- (b) Outgoing general mail will be scanned and inspected for contraband in the same manner as the inspection of incoming general mail.
- (c) Outgoing privileged mail will not be scanned. It will be checked for contraband in the same manner as the inspection of incoming privileged mail.
- (d) If upon inspection of general or privileged mail, no violations are found, the officer will seal the mail, place his/her unit number on the rear of the envelope and forward it to the designated facility location for mailing.
- (e) Postcard subscription requests from inmates that list the PTF or the KCDC as the delivery address shall not be processed and shall be returned to the inmate.
- (f) Under limited circumstances, inmates may order certain allowable items via the mail for personal use (e.g., a newspaper/magazine subscription or books) from a commercial publisher/distributor.
- (g) Inmates must have enough funds in their commissary account to complete the purchase. They must also submit an Inmate Request Form explaining their purchase request, as well as a completed cover letter to be sent to the publisher and a properly addressed mailing envelope with appropriate postage. Such requests will be routed to the assigned facility staff for processing. If approved, the cover letter and check will be mailed to the publisher/distributor.
- (h) All outgoing mail must have a clearly marked return address. The return address will include the inmate legal name, (no nicknames), the jacket number, as well as the respective facility's address in the upper left-hand corner of the envelope as follows:
  - 1. PTF / 1000 – 55<sup>th</sup> Street / Kenosha, WI 53140
  - 2. KCDC / 4777- 88<sup>th</sup> Avenue / Kenosha, WI 53144
- (i) Outgoing mail will be picked up at least once each shift. Mail shall be logged into the JMS by the PTF: Zone 9 Conference ARS or KCDC: Respective Housing Unit Officer and placed into the respective facility's USPS deposit container no later than 24 hours from the time of housing unit pick-up.
- (j) Consistent with instructions contained in the inmate handbook, certified mail may be sent by inmates if there is a legal requirement for such mail to be officially received. The ability of an inmate to send certified mail, while approved, is not a service that the facility provides. An inmate must coordinate outgoing certified mail activity through family members, friends, community organizations, or legal service providers. Letters may be mailed out of the facility by inmates to the person(s) of their choosing to assist with that certified mail process.

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#### **804.15 INDIGENT INMATES**

All procedures regarding outgoing indigent mail apply to both PTF and KCDC. All outgoing indigent mail from both PTF and KCDC will be forwarded to the KCDC Accounting Associate or designee for processing and mailing.

PTF Note: The PTF Zone 9 Conference ARS will log outgoing indigent mail in the JMS prior to forwarding it to the Accounting Associate. The accounting associate is also responsible for tracking the distribution of pens, writing paper, and envelopes, and postage utilized by indigent inmates. They will record these transactions and assess fees when appropriate.

#### Inmates/USMS Inmates:

may send up to five general correspondence per week. There is no limit for privileged mail.

Indigent will be assessed the appropriate fees and will carry a negative balance in their own commissary accounts for all items, including postage provided to them. These items will be tracked by the Accounting Associate in the Inmate Banking Program.

*Indigent* shall not receive stamps. Their mail will be submitted without postage to the Accounting Associate who will be responsible for affixing postage and mailing.

Indigent postage is generally limited to letters weighing one ounce or less, with exceptions allowed for special correspondence, as authorized by a supervisor.

#### **804.16 DISCIPLINARY / SPECIAL MANAGEMENT UNIT (SMU)**

Inmates on disciplinary status or who reside in a special management housing unit will be allowed to receive and send mail. Mail will be collected once a day.

#### **804.17 CIVIL PROCESS**

All serving of Civil Process must be coordinated through the Kenosha County Sheriff's Department (KSD) Civil Process Bureau. Such service will only be made by a KSD deputy sheriff. If a civilian process server comes to PTF or KCDC intending to serve civil process to an inmate, they should be redirected to the KSD Civil Process Bureau.

#### **804.18 PRIVILEGED MAIL - HAND DELIVERED**

Occasionally, hand-delivered privileged mail may be brought to the PTF or the KCDC for delivery to a specific inmate within the facility. Mail from a privileged entity may be accepted if the source's identity and authenticity can be confirmed. If in doubt, officers or staff should contact a supervisor.

#### **Guidelines:**

- Identify the person leaving the item, including the agency/office he/she represents. Affix this information on the item to enable designated staff members to log the information into the JMS during processing. If an individual is unable to show proper personal identification and/or proof of agency or office affiliation, the officer or staff member will attempt to call the respective law firm or agency. If verification cannot be obtained via telephone, officers should not accept the mail item.

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- Note: Hand-delivered privileged mail does not receive priority service. Existing procedures regarding the processing, delivery, and inspection of privileged mail delivered by the USPS or another private mail courier shall apply.
- If it is later determined that an inmate received contraband via this method of delivery, a report will be completed and forwarded to the respective Facility Administrator and to the Captain of Detentions as soon as practicable. Detentions Administration shall be responsible for determining what if any follow-up action will be taken.
- The PTF and the KCDC will also accept and deliver privileged mail received from an official criminal justice-related entity via inter-office mail if the source's identity and authenticity can be confirmed.

#### **804.19 REJECTION OF BOOKS - MAGAZINES - PERIODICALS**

Books, magazines, and periodicals may be rejected in whole or in part to protect the safety, security, and good order of the institution and protect the public and deter criminal activity. See the section of the for a list of content restrictions. Note: This list is not all-inclusive.

In lieu of a rejection, supervision is authorized to censor or redact any inappropriate material (e.g., nude or sexually-explicit content) in a publication that, without such material, would generally be allowed into the facility. Redaction of this nature shall be within reason. Consideration should also be given to the number of copies received (e.g., item sent to multiple inmates) as well as the amount of content to be censored and/or redacted.

**Note** : In redaction cases, supervision/staff must ensure that the process does not obscure other non-redacted content.

The inspection procedures and subsequent decisions to reject, censor, or redact books, magazines, and periodicals are the same for other incoming general mail.

The respective Facility Administrator or designee shall ordinarily consult a religious authority before confiscating a religious item that constitutes contraband. Religious texts not supplied by facility-authorized entities may be accepted by the chaplain or other religious volunteer who has received training on facility rules involving contraband and who has been approved by a supervisor to review such documents for distribution.

#### **804.20 POSTAGE**

Postage stamps are distributed only to those inmates who pay for them. The PTF or the KCDC shall not limit the number of correspondence inmates may send , except to protect public safety or for reasons of facility security and order.

All postage will be sold at face value.

#### **804.21 CORRESPONDENCE WITH REPRESENTATIVES OF THE NEWS MEDIA**

An inmate may use privileged mail/correspondence to communicate with representatives of the news media. An inmate may not receive compensation or anything of value for correspondence

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with the news media. Representatives of the news media may initiate correspondence with an inmate.

All correspondence between an inmate and the news media is considered privileged. However, it will only be treated as such if the envelope is correctly labeled with the name, title, and office of the media representative, clearly indicating its privileged nature.

#### **804.22 NOTARIES CERTIFIED MAIL AND MISCELLANEOUS LEGAL NEEDS**

Upon written request, an inmate without legal representation may receive notary public services connected with a legal matter, at no cost. Trained/certified staff will be available to provide this service following individual facility needs.

## Attachments

**1008 INMATE DETAINEE MAIL NON ALLOWABLE  
PROCESSING REPORT SENDER NOTICE.pdf**

# Kenosha Sheriff's Department Detentions Division

## Non-Allowable Mail Processing Report – Sender Notice



Date: \_\_\_\_\_ Supervisor Unit # \_\_\_\_\_

Inmate / Detainee Name: \_\_\_\_\_

ID #: \_\_\_\_\_ Housing Unit: \_\_\_\_\_

Sender Name: \_\_\_\_\_ Sender Address: \_\_\_\_\_

Items Removed:

Reason for Removal: (Check one or more)

- Teaches or advocates violence and presents a danger to facility security and/or inmate safety.
- Teaches or advocates behavior that violates the law of the United States, the State of Wisconsin or rules of the detention facilities operated by the Kenosha County Sheriff's Department.
- Teaches or describes the manufacture and/or use of weapons, explosives, drugs, or intoxicating substances.
- Teaches or describes the manufacture and/or use of devices that create a substantial danger of physical harm to others.
- The material is of a type that has the potential to cause violence or other serious disruption of facility safety and security.
- Contains photos or drawings depicting nudity, semi-nudity, or sexually-explicit content or other sexual content.
- Other:

Disposition of Item(s) Removed

- Returned to sender
- Placed in Inmate/Detainee property
- Item disposed of
- Other:

You may appeal this decision in writing to a Kenosha Sheriff's Department Detentions Division Supervisor. Mail your appeal to: ***Kenosha County Sheriff's Department / Administrative Sergeant / Detentions Division / 4777 – 88<sup>th</sup> Avenue, Kenosha, WI 53144***

**Non Allowable Mail Sender Notice  
Post Card 070919 (003).pdf**



Kenosha County Sheriff's Department  
Kenosha County Detention Center  
4777 – 88<sup>th</sup> Avenue  
Kenosha, WI 53144  
(Administrative Sergeant)

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**Kenosha County Sheriff's Department**  
**NON-ALLOWABLE MAIL - "SENDER NOTICE"**

Our records indicate that Inmate/Detainee \_\_\_\_\_ recently received mail from you which was found to be inappropriate in accordance with provisions established by the Kenosha County Sheriff's Department and/or which contained materials that are not prohibited by law but are considered contraband by the facility.

**Reason for Non-Allowable Status:**

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**Disposition of Item(s):**

- Returned to Sender
- Placed in Inmate/Detainee Property
- Item Disposed of
- Specific Content Redacted
- Other: \_\_\_\_\_

APPEAL: If you are dissatisfied with the results of this decision, you have five business days from the receipt of this notice to file a written appeal. The respective Facility Administrator or designee will make every effort to complete the appeal process and respond in writing within 14 calendar days of receiving your appeal. Appeals must be mailed to the Kenosha County Detention Center, Attn: Administrative Sergeant, 4777 – 88<sup>th</sup> Avenue Kenosha, WI 53144.