

SECTION: 614.07**SUBJECT: Mail****POLICY**

The following mail system governs written contact between residents and their families, friends, attorneys, the court system, governmental officials, and others required by Wis. DOC 350.29 – Mail and Jail Administration.

PRECAUTIONS

All staff members searching resident mail shall wear protective gloves.

Additional personal protective equipment and naloxone shall be available at the Mail Clerk's workstation.

All suspicious mail and mail with an unidentified powder or liquid shall be reported immediately to a supervisor. A supervisor shall coordinate the response to the suspicious mail or substance.

PROCEDURE**Incoming Mail: General Rules**

All incoming resident mail shall be processed through the United States Postal Service.

Envelopes, packages, and boxes larger than 10" x 13" x 1" shall not be accepted. The Mail Clerk shall return the item to the sender at the sender's expense.

All items with an adhesive substance (i.e. postage stamps, postage return labels, and stickers) shall be removed from incoming resident mail.

All staples and paperclips shall be removed.

Incoming Privileged Mail: Limited Inspection¹ and Delivery²

¹ Wis. Administrative Code, Department of Corrections, Chapter DOC350.29(2). (2014).

² Wis. Administrative Code, Department of Corrections, Chapter DOC350.29(3). (2014).

43 Mail is identified as privileged if the return or destination address clearly indicates
44 the mail is from or to an attorney.

45
46 The Mail Clerk shall not open incoming privileged mail.

47
48 The Mail Clerk shall forward the unopened privileged mail to the resident's assigned
49 housing location. The housing unit deputy shall open the privileged mail in the
50 presence of the addressed resident and conduct a limited inspection of the contents
51 for contraband. Privileged mail shall not be read or censored.

52
53 Incoming privileged mail shall be forwarded unopened to the resident's assigned
54 housing location. The deputy shall open the privileged mail in the presence of the
55 addressed resident and then dispose of the envelope.

56
57 Money found in privileged mail shall be forwarded to the Huber Bookkeeper for
58 processing. The deputy receiving and forwarding the money shall make an entry in
59 the Sheriff's Office Records Management System using Jail Log Event Type MAL -
60 DEP: Mail Distribution under the individual resident notating the amount and type
61 received. The Huber Bookkeeper shall process money received from privileged mail
62 in accordance with the procedures in section Non-privileged Mail: Inspection and
63 Reading, and Delivery.

64
65 Contraband discovered by a deputy during the inspection shall be inventoried and
66 disposed of in accordance with Sheriff's Office Policy & Procedure 603.06 -
67 Contraband.³ Deputies shall notify a supervisor when contraband is discovered in
68 privileged mail.

71 **Incoming Non-privileged Mail: Inspection and Reading⁴, and Delivery⁵**

72
73 Incoming non-privileged mail shall be inspected and may be read. The Mail Clerk
74 shall complete the inspection as follows:

75

- 76 • Open the mail
- 77
- 78 • Inspect the envelope and contents
- 79
- 80 • Remove any contraband
- 81
- 82 • Record incoming money as described below
- 83
- 84 • Sort the mail for distribution to the appropriate housing unit

³ Wis. Administrative Code, Department of Corrections, Chapter DOC350.29(4). (2014).

⁴ Wis. Administrative Code, Department of Corrections, Chapter DOC350.29(1). (2014).

⁵ Wis. Administrative Code, Department of Corrections, Chapter DOC350.29(3). (2014).

85
86 Incoming non-privileged mail envelopes shall not be forwarded to the resident's
87 assigned housing location. The return address information should be photocopied
88 and attached to the envelope contents. The envelope shall then be disposed of.
89

90 Contraband discovered by the Mail Clerk during the inspection shall be inventoried
91 and disposed of as follows⁶:
92

- 93 • The Mail Clerk shall complete a Mail / Package Notification form anytime
94 non-criminal contraband is received in the mail. The Mail Clerk shall send
95 the original copy of the form to the resident to notify them the item was
96 received and why it was denied. The Mail Clerk shall attach the copy of
97 the form to the item and send both to Property. Property shall inventory
98 the item, place it in the resident's property, and record it in the Sheriff's
99 Office Records Management System.
100

101 The Mail Clerk shall make an entry in the Sheriff's Office Records
102 Management System using Jail Log Event Type MAL – DEP: Mail
103 Distribution under the individual resident notating the reason for denial.
104

- 105 • The Mail Clerk shall notify a supervisor anytime criminal contraband is
106 received in the mail. The supervisor shall coordinate an investigation of
107 criminal contraband in accordance with Sheriff's Office Policy &
108 Procedure 603.06 – Contraband section Contraband: Criminal.
109

110 The Jail only accepts cash, money orders, and government checks. Money orders and
111 government checks are only accepted if they are payable to the resident or to the
112 Sheriff's Office. If the money order or government check is made payable to any
113 other payee, it shall be returned to the sender. All other forms of money shall not be
114 accepted and are to be returned to the sender with a note explaining the reason. The
115 Mail Clerk shall account for all cash, money orders, and government checks as
116 follows:
117

- 118 • Record the amount and currency type in the electronic Jail Mail Money
119 Log
120
- 121 • Write the resident's Name Number in the lower right corner of any
122 checks
123
- 124 • Write the resident's Name Number, current Booking Number, and
125 housing location on the outside of the envelope
126

⁶ Wis. Administrative Code, Department of Corrections, Chapter DOC350.29(4). (2014).

127 • Write "MO" (money order), "CA" (cash), or "CK" (check) and the amount
128 on the outside of the envelope
129
130 • Deliver the incoming envelope and all its contents to the Huber
131 Bookkeeper
132

133 The Huber Bookkeeper shall:

134 • Verify the money being received and place it in the resident's account
135 • Attach the deposit receipt to the envelope
136 • Forward the envelope and remaining contents to the appropriate housing
137 unit
138
139

140 Deputies receiving incoming non-privileged mail to their housing unit shall inspect
141 and may read the mail before distributing it to the appropriate resident.

142 Contraband discovered by a deputy during the inspection shall be inventoried and
143 disposed of in accordance with Sheriff's Office Policy & Procedure 603.06 –
144 Contraband.⁷

150 **Incoming Mail: Acceptable Items**

151 • Personal letters
152
153 • Original artwork in pencil or ink, except those identified as unacceptable below
154
155 • Coloring pages which are new, not colored or marked on
156
157 • Paper bookmarks
158
159 • Single layer greeting cards with a letter or note written on it, excludes blank
160 greeting cards
161
162 • Personal photographs, except those identified as unacceptable below
163
164 • Commercial publication clippings from newspapers or magazines, except those
165 identified as unacceptable below
166
167 • Commercial publications as permitted in Sheriff's Office Policy & Procedure
168 614.10 – Publications, section General
169

⁷ Wis. Administrative Code, Department of Corrections, Chapter DOC350.29(4). (2014).

- 170 • Cash, money orders, and government checks as described in section Non-
171 privileged Mail: Inspection and Reading, and Delivery
- 172
- 173 • Clothing items with prior approval from a deputy
- 174
- 175 • Medical related items with prior approval from Medical staff. Medical items shall
176 be labeled with the resident's name and booking number, then forwarded to
177 Medical staff for final approval and distribution
- 178
- 179 • Identification card, insurance card, social security card, and vehicle registration
- 180
- 181
- 182

Incoming Mail: Unacceptable Items

183 Jail Administration shall be the sole determining authority on which items create a
184 security risk and are therefore not permitted in the Jail. These items include, but are
185 not limited to:

- 186 • All items produced with or coated in: marker, crayon, glitter, confetti,
187 glue, adhesives, string, wire, metal, plastic, wood, or tassels.
- 188
- 189 ○ If original artwork drawn with markers, glitter pens, or crayons is
190 reasonably able to be photocopied, the original artwork shall be
191 sent to the resident's property and a photocopy sent to the
192 resident.
- 193
- 194 ○ Adhesive substance items include, but are not limited to: postage
195 stamps, postage return labels, and stickers.
- 196
- 197 ● Personal photographs on instant film (i.e. Polaroid).
- 198
- 199 ● Personal photographs which depict nudity as defined in Sheriff's Office
200 Policy & Procedure 600.01 – Definitions.
- 201
- 202 ● Commercial publication clippings from newspapers or magazines which
203 depict nudity as defined in Sheriff's Office Policy & Procedure 600.01 –
204 Definitions.
- 205
- 206 ● Commercial publications excluded in Sheriff's Office Policy & Procedure
207 614.10 – Publications, section General.
- 208
- 209 ● How-to material on explosives, escape, or assaulting law enforcement
210 officials.
- 211
- 212
- 213
- 214

215 • Food items
216
217 • Pre-paid phone cards
218
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220 **Incoming Mail: Return-to-Sender**

221 Incoming mail which fails to meet the above criteria should be returned to the
222 sender. All return-to-sender mail should be forwarded to the Mail Clerk for
223 processing in accordance with Sheriff's Office Post Order – Mail Clerk.
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225
226

227 **Incoming Mail: Released Residents**

228 Incoming mail for residents no longer in the Jail's custody shall be forwarded to the
229 Mail Clerk for processing in accordance with Sheriff's Office Post Order – Mail Clerk.
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231
232

233 **Outgoing Mail: General**

234 Deputies shall collect outgoing mail from the residents daily.
235
236

237 Deputies shall not accept outgoing mail that does not have the resident's legal name
238 and return address of "115 W. Doty Street, Madison, WI 53703" in the upper left
239 corner of the envelope.
240

241 Jail staff may inspect and read non-privileged outgoing mail⁸ if specific articulable
242 facts indicate it jeopardizes the safety and security of the Jail, contains evidence of a
243 crime, or pursuant to a lawful court order. Jail staff shall report the circumstances to
244 a supervisor and receive approval prior to opening, inspecting, or reading non-
245 privileged outgoing mail. The incident and circumstances shall be documented in
246 the Sheriff's Office Records Management System using Jail Log Event Type MAL –
247 DEP: Mail Distribution under the individual resident. The log entry shall include the
248 name of the supervisor providing approval listed in the Additional Info field.
249

250 Jail staff may conduct a limited inspection of privileged outgoing mail⁹ if specific
251 articulable facts indicate it contains contraband that jeopardizes the safety and
252 security of the Jail or contains evidence of a crime. Jail staff shall report the
253 circumstances to a supervisor and receive approval from the supervisor prior to
254 opening and inspecting privileged outgoing mail. The opening and inspecting of
255 outgoing privileged mail shall be done in the presence of the resident. Privileged
256 mail shall not be read. The incident and circumstances shall be documented in the
257 Sheriff's Office Records Management System using Jail Log Event Type MAL – DEP:

⁸ Wis. Administrative Code, Department of Corrections, Chapter DOC350.29(1). (2014).

⁹ Wis. Administrative Code, Department of Corrections, Chapter DOC350.29(2). (2014).

258 Mail Distribution under the individual resident. The log entry shall include the name
259 of the supervisor providing approval listed in the Additional Info field.

260
261 Residents wishing to send packages out may do so by completing a General Request
262 Form asking for assistance. Jail Administration shall make a determination on such
263 requests. All packages sent out by residents should be inspected by deputies. The
264 resident shall be responsible for all costs associated with outgoing packages.

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267 Outgoing Mail: Postage for Indigent Residents¹⁰

268
269 Upon request eligible residents shall receive an indigent pack, which includes
270 stamped envelopes and writing materials, in accordance with Sheriff's Office Policy
271 & Procedure 615.08 – Indigence.

272
273

274 Withheld Mail¹¹

275
276 Deputies may withhold incoming and outgoing resident mail if specific articulable
277 facts indicate it creates a security risk or is evidence of a crime. A supervisor shall
278 immediately be notified and determine how to proceed.

279
280 Jail Administration shall review all law enforcement requests or court orders to
281 withhold resident mail. Law enforcement requests should be handled by either
282 holding the mail until the law enforcement official can read the contents or by
283 photocopying the contents for the law enforcement official, then distributing the
284 mail through the normal process.

285
286 The resident should be notified if mail is withheld, unless notification would impede
287 an ongoing criminal investigation.

288
289 Incoming non-privileged mail for those who are housed in PSB Female Housing, PSB
290 Male Dorm, or PSB Male Segregation shall be withheld at the deputy workstation
291 until the resident is classified and moved from reception housing. Privileged mail
292 shall be delivered to residents in reception housing.

293
294

295 Electronic Messages

296
297 Incoming and outgoing electronic messages may be inspected and read.
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¹⁰ Wis. Administrative Code, Department of Corrections, Chapter DOC350.29(5). (2014).

¹¹ Wis. Administrative Code, Department of Corrections, Chapter DOC350.29(6). (2014).

299 Electronic messages are not capable of supporting privileged communication. All
300 written privileged communication shall be done using mail processed through the
301 United States Postal Service.

302
303 Electronic messages shall be processed by an approved third-party vendor and are
304 subject to the terms and conditions established by the vendor.

305

306

Correspondence between Residents

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308
309 There shall be no correspondence between residents in the Jail. A supervisor may
310 allow an exception for correspondence between family members incarcerated in the
311 Jail as described in section Supervision. All approved correspondence between
312 family members shall be given to a deputy in an unsealed envelope. The deputy shall
313 read the correspondence and inspect the envelope for contraband prior to delivery
314 to the other family member.

315

316 Correspondence shall be documented in the Sheriff's Office Records Management
317 System using Jail Log Event Type MAL – DEP: Mail Distribution.

318

319

SUPERVISION

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321 Supervisors shall review requests from Jail staff to open and inspect or read non-
322 privileged outgoing mail.

323

324 Supervisors shall review requests from Jail staff to open and inspect privileged
325 outgoing mail.

326

327 Supervisors shall review requests from Jail staff to withhold resident mail.

328

329 Supervisors shall review requests for correspondence between family members
330 incarcerated in the Jail. Supervisors shall document the denial or approval of each
331 request, and if the request is approved all rules the supervisor applied to the
332 correspondence in the Sheriff's Office Records Management System using Jail Log
333 Event Type MAL – DEP: Mail Distribution.

334

335 Supervisors shall coordinate the response to all suspicious mail or substances.
336 Supervisors should consider the use of the Madison Fire Department Hazardous
337 Materials Team and Investigative Services Bureau.

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HISTORY

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Date	By	Note
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2017	Jail Administration	Revised as part of Policy Manual review.
2022.04.04	Jail Administration	Reviewed and implemented. Former Mail Clerk Manual consolidated into this policy and a new Post Order – Mail Clerk.
2022.10.10	Jail Administration	Updates to sections Precautions, Incoming Privileged Mail: Limited Inspection and Delivery, and Incoming Non-Privileged Mail: Inspection and Reading, and Delivery.

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