

**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 Inspection<sup>1</sup> and Delivery<sup>2</sup>**

---

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

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

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

The Mail Clerk shall not open incoming privileged mail.

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

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

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

Contraband discovered by a deputy during the inspection shall be inventoried and disposed of in accordance with Sheriff's Office Policy & Procedure 603.06 – Contraband.<sup>3</sup> Deputies shall notify a supervisor when contraband is discovered in privileged mail.

### **Incoming Non-privileged Mail: Inspection and Reading<sup>4</sup>, and Delivery<sup>5</sup>**

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

- Open the mail
- Inspect the envelope and contents
- Remove any contraband
- Record incoming money as described below
- Sort the mail for distribution to the appropriate housing unit

---

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

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

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

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

Contraband discovered by the Mail Clerk during the inspection shall be inventoried and disposed of as follows<sup>6</sup>:

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

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

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

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

- Record the amount and currency type in the electronic Jail Mail Money Log
- Write the resident's Name Number in the lower right corner of any checks
- Write the resident's Name Number, current Booking Number, and housing location on the outside of the envelope

---

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

- Write "MO" (money order), "CA" (cash), or "CK" (check) and the amount on the outside of the envelope

- Deliver the incoming envelope and all its contents to the Huber Bookkeeper

The Huber Bookkeeper shall:

- Verify the money being received and place it in the resident's account
- Attach the deposit receipt to the envelope
- Forward the envelope and remaining contents to the appropriate housing unit

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

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

### **Incoming Mail: Acceptable Items**

- Personal letters
- Original artwork in pencil or ink, except those identified as unacceptable below
- Coloring pages which are new, not colored or marked on
- Paper bookmarks
- Single layer greeting cards with a letter or note written on it, excludes blank greeting cards
- Personal photographs, except those identified as unacceptable below
- Commercial publication clippings from newspapers or magazines, except those identified as unacceptable below
- Commercial publications as permitted in Sheriff's Office Policy & Procedure 614.10 – Publications, section General

---

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

- Cash, money orders, and government checks as described in section Non-privileged Mail: Inspection and Reading, and Delivery
- Clothing items with prior approval from a deputy
- Medical related items with prior approval from Medical staff. Medical items shall be labeled with the resident's name and booking number, then forwarded to Medical staff for final approval and distribution
- Identification card, insurance card, social security card, and vehicle registration

### Incoming Mail: Unacceptable Items

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

- All items produced with or coated in: marker, crayon, glitter, confetti, glue, adhesives, string, wire, metal, plastic, wood, or tassels.
  - If original artwork drawn with markers, glitter pens, or crayons is reasonably able to be photocopied, the original artwork shall be sent to the resident's property and a photocopy sent to the resident.
  - Adhesive substance items include, but are not limited to: postage stamps, postage return labels, and stickers.
- Personal photographs on instant film (i.e. Polaroid).
- Personal photographs which depict nudity as defined in Sheriff's Office Policy & Procedure 600.01 – Definitions.
- Commercial publication clippings from newspapers or magazines which depict nudity as defined in Sheriff's Office Policy & Procedure 600.01 – Definitions.
- Commercial publications excluded in Sheriff's Office Policy & Procedure 614.10 – Publications, section General.
- How-to material on explosives, escape, or assaulting law enforcement officials.

- Food items
- Pre-paid phone cards

### **Incoming Mail: Return-to-Sender**

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

### **Incoming Mail: Released Residents**

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

### **Outgoing Mail: General**

Deputies shall collect outgoing mail from the residents daily.

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

Jail staff may inspect and read non-privileged outgoing mail<sup>8</sup> if specific articulable facts indicate it jeopardizes the safety and security of the Jail, contains evidence of a crime, or pursuant to a lawful court order. Jail staff shall report the circumstances to a supervisor and receive approval prior to opening, inspecting, or reading non-privileged outgoing mail. The incident and circumstances shall be documented in the Sheriff's Office Records Management System using Jail Log Event Type MAL – DEP: Mail Distribution under the individual resident. The log entry shall include the name of the supervisor providing approval listed in the Additional Info field.

Jail staff may conduct a limited inspection of privileged outgoing mail<sup>9</sup> if specific articulable facts indicate it contains contraband that jeopardizes the safety and security of the Jail or contains evidence of a crime. Jail staff shall report the circumstances to a supervisor and receive approval from the supervisor prior to opening and inspecting privileged outgoing mail. The opening and inspecting of outgoing privileged mail shall be done in the presence of the resident. Privileged mail shall not be read. The incident and circumstances shall be documented in the Sheriff's Office Records Management System using Jail Log Event Type MAL – DEP:

---

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

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

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

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

### **Outgoing Mail: Postage for Indigent Residents<sup>10</sup>**

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

### **Withheld Mail<sup>11</sup>**

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

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

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

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

### **Electronic Messages**

Incoming and outgoing electronic messages may be inspected and read.

---

<sup>10</sup> Wis. Administrative Code, Department of Corrections, Chapter DOC350.29(5). (2014).

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

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

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

### Correspondence between Residents

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

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

### SUPERVISION

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

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

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

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

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

### HISTORY

Date	By	Note
------	----	------



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.

343  
344  
345