

MAIL ITEMS REJECTION FORM

TO SENDER: _____ Date:

FROM: Mail Inspector: _____
Facility/Center

SUBJECT: Inmate/Probationer:

The item(s) of mail is being returned/held for you for the reason(s) indicated:

- A. () Contains pornographic/nude pictures.
- B. () Unauthorized currency. We cannot accept personal checks or cash.
- C. () Prior approval has not been issued to inmate for
- D. () Stamps are not allowed.
- E. () Other:

F. Inmate Appeal for Rejection of Publication (see section VI.J of SOP) [state reason for appeal of rejection]:

Inmate/Probationer (Mail Inspector)

If items are being held, you have 30 calendar days to do one of the following:

- (1) Pick up the items. You must make prior arrangements with the Mail Room Officer to pick up the materials; or
- (2) Provide \$ _____ for return mail.

If you do not choose either option within 30 days, the items will be destroyed or donated to charity.

Copy: Inmate/Probationer

RETENTION SCHEDULE: Upon completion, this form will be placed in the inmate/probationer Case history file.