

## 11.14 COMMUNICATION WITH OUTSIDE PERSONS

POLICY: (APPROVED: 09.14.09 REVISED: )

IT IS THE POLICY OF THE LAWRENCE COUNTY DETENTION CENTER TO ENSURE THE ABILITY OF AN INMATE TO COMMUNICATE WITH PERSONS OUTSIDE THE FACILITY, EXCEPT WHERE SUCH RESTRICTIONS ARE CLEARLY NECESSARY TO THE MAINTENANCE OF THE ORDER AND SECURITY OF THE FACILITY.

### PROCEDURE:

- A. ANY INMATE MAY CORRESPOND WITH ANYONE OUTSIDE THE DETENTION FACILITY, SO LONG AS EACH LETTER OR PARCEL BEARS THE PROPER POSTAGE, EXCEPT WHEN THE LETTER OR PARCEL POSES A THREAT TO THE SECURITY OF THE FACILITY (i.e., ESCAPE PLANS).
- B. IF AN INMATE WITHOUT FUNDS WISHES TO SEND MAIL, THE DETENTION OFFICER WHO RECEIVES THE REQUEST FOR POSTAGE AND WRITING MATERIALS FROM THE INMATE WILL:
  1. SUPPLY THE INMATE WITH TWO (2) ENVELOPES, TEN (10) SHEETS OF PAPER, TWO (2) POSTAGE STAMPS AND A PENCIL, WHICH MAY BE REPLENISHED NO MORE THAN ONCE PER WEEK PER INMATE.
- C. LETTERS ADDRESSED TO INMATES, EXCEPT THOSE FROM ATTORNEYS, THE COURTS OR OTHER PUBLIC OFFICIALS, MAY BE OPENED AND INSPECTED BY A DETENTION OFFICER FOR CONTRABAND AND MATERIALS OR INFORMATION THAT THREATENS THE SECURITY OF THE FACILITY.
  1. LETTERS FROM ATTORNEYS, THE COURT, OR OTHER PUBLIC OFFICIALS MAY BE OPENED BY THE DETENTION OFFICER IN THE INMATE'S PRESENCE DURING THE ROUTINE MAIL DELIVERY.
  2. LETTERS FROM ATTORNEYS, COURTS OR OTHER PUBLIC OFFICIALS SHALL NOT BE READ BY DETENTION OFFICERS.
- D. IF A LETTER, PARCEL, OR OTHER INCOMING MAIL IS DISCOVERED TO CONTAIN CONTRABAND, THE INMATE WILL BE VERBALLY INFORMED THAT ITEMS OF CONTRABAND WERE FOUND.

## 11.14 CONTINUED

- E. IF MONEY IS FOUND IN AN ENVELOPE OR PARCEL THE INMATE WILL BE GIVEN A RECEIPT, AND THE AMOUNT OF THE DEPOSIT WILL BE RECORDED ON THE INMATE'S ACCOUNT SHEET.
- F. IF ANY INCOMING MAIL IS UNDELIVERABLE (i.e., THE INMATE TO WHOM ADDRESSED IS NO LONGER IN CUSTODY), THE BOOKING OFFICER WILL ATTACH AN EXPLANATORY NOTE TO MAIL AND RETURN IT TO THE SENDER.
- G. INMATE TO INMATE CORRESPONDENCE
  - 1. INMATES SHALL NOT BE ALLOWED TO MAIL CORRESPONDENCE TO EACH OTHER UNLESS APPROVED BY THE SHERIFF AND/OR JAIL ADMINISTRATORS AT BOTH INSTITUTIONS FOR REGULAR MAIL.
  - 2. NOTWITHSTANDING G-1 ABOVE, INMATES WHO ARE RELATED AS SPOUSES, PARENT-CHILD, PARENT-STEP-CHILD, GRANDPARENT, GRANDCHILD OR SIBLINGS, AS VERIFIED, MAY BE PERMITTED TO CORRESPOND WITH THE UNDERSTANDING THAT THEIR MAIL SHALL BE SUBJECT TO INSPECTION AND READ.
  - 3. INMATES WHO ARE PERMITTED TO CORRESPOND WITH EACH OTHER UNDER THIS POLICY AND WHO HAVE BEEN DETERMINED TO HAVE ABUSED THE RESTRICTIONS AS STATED OR VIOLATE INSTITUTIONAL RULES REGARDING THIS PRIVILEGE, SHALL NOT BE PERMITTED TO CONTINUED TO CORRESPOND WITHOUT THE SPECIFIC PERMISSION OF THE SHERIFF AND/OR JAIL ADMINISTRATOR OR WARDENS.
- H. THE SHERIFF AND/OR JAIL ADMINISTRATOR SHALL ENSURE THAT INMATE'S RIGHTS IN ACCORDANCE WITH COURT DECISION REGARDING CORRESPONDENCE IS PROTECTED.