



Mail Items Rejection Form

Incoming Outgoing

Date: _____

Sender: _____

Youth: _____

Mail Inspector: _____

Your mail is being returned for the following reason(s):

- Contains sexually explicit pictures.
- Unauthorized currency. We cannot accept cash, coins, checks, credit or debit cards, gift cards, wireless phone cards or codes, money orders, phone cards or other forms of negotiable currency.
- Prior approval has not been issued to the youth for the item.
- Gang related material.
- Inappropriate language.
- Not on approved contact list.
- Correspondence was to a victim who requests no contact.
- Contains contraband.
- Other: _____

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

- Pick up the items. You must make prior arrangements with the Mail Room Officer to pick up the items.
- Provide \$_____ for return mail.
- Destroy / dispose
- Donate to charity

If you do not choose any option within 30 days, the items will be destroyed.

Note: The facility may hold certain items for criminal and/or disciplinary investigation and possible prosecution.