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.