

HENDRICKS COUNTY JAIL INCOMING MAIL POLICY
HENDRICKS CO SHERIFF DEPARTMENT
189 E. CAMPUS BLVD.
PO BOX 87
DANVILLE, IN 46122
317-745-9332

AT NO TIME WILL MAIL BE DELIVERED TO OR FROM AN INMATE HOUSED WITHIN THIS FACILITY OR ANOTHER PENAL INSTITUTION. THIS INCLUDES MAIL FORWARDED VIA THIRD PARTY. ALL MAIL WILL BE RETURNED TO SENDER.

All incoming mail **MUST** have a legible name and return address on the outside of the envelope.

1. All incoming mail **MUST** have a name and legible return address on the correspondence itself in addition to that information on the outside of the envelope. Incoming correspondence will **not** have any of the following, and will be subject to confiscation and placement into the inmate's property or returned:
 - Stickers
 - Unknown Substance
 - Discolorations/crayon
 - Adhesives
 - Powders
 - Glitter
 - U.S. Currency
 - Mechanized or battery-operated devices
 - Newspaper Clippings*
 - Magazine Clippings*
 - Books or Book Pages*
 - Any food products
 - Anything deemed to be a risk to staff or inmates

*Family/Friends MAY purchase periodicals and books directly from the publisher for delivery to the inmate at the jail. Books cannot be HARDBACK BOOKS. Inmates MAY receive photocopies of two (2) articles not to exceed four (4) pages total in number in their daily incoming correspondence. Jail staff may limit the amount of paper in the possession of an inmate as may be necessary to preserve the safety and security of the jail.

2. **Inmates will be given a Mail Confiscation Notice for any correspondence that has been confiscated or returned for any purpose.**
3. All incoming envelopes will be destroyed by the jail staff provided the name and address of the sender are contained on the contents of the correspondence as required by this policy.
4. All incoming personal mail will be opened, inspected, read at random and checked for prohibited property, contraband and funds for deposit.

5. Envelopes will be discarded once the inspection is complete, and the inmate will only receive his/her correspondence.
6. No packages or items larger than a legal-sized envelope will be accepted as personal correspondence (See #10). Privileged mail is exempt from this rule (i.e. Attorneys, Courts, Probation, Parole, and Religious Entities).
7. Pictures are allowed, if they are not lewd, obscene, expose the breasts (females), buttocks or genital areas. Pictures that contain material or depictions deemed to be contraband shall not be allowed. "Contraband" is defined in the attached addendum to this order and may be revised from time to time for the purpose of ensuring the safety and security of jail operations.
8. Greeting cards will be accepted if they meet the criteria above and are no larger than a standard large-greeting card size (5 1/4" X 7 1/4").

PROHIBITED CONTRABAND RECEIVED BY INMATES VIA MAIL

POLICY: It is the policy of the Hendricks Co. Jail to allow all inmates all rights and privileges that do not represent a danger to the good order and discipline of this facility. Inmates may receive publisher direct mailings on a subscription basis in their own name. Anything in the possession of an inmate which is not defined contraband but will, if retained in possession of the inmate, present a serious threat to facility security or the safety of inmates and staff, shall be controlled by staff to the degree necessary to eliminate the threat. No inmate will be allowed to possess the following items which are considered and defined as contraband in this facility.

- Blackmail or extortion
- Contraband, sending or receiving contraband
- Plans to escape or assist in an escape
- Plans to disrupt the order, or breach the security, of any facility
- Plans for activities which violate the law, these regulations, or local procedures
- Coded messages
- A description of the making of any weapon, explosives, poison or destructive device
- Illustrations, explanations, and/or descriptions of how to sabotage or disrupt computers, communications, or electronics
- Diskettes, CDs, DVDs, or flash drives
- Catalogs, advertisements, brochures, and material whose primary purpose is to sell a product(s) or service(s) and when taken as a whole, lacks serious literary, artistic, political, educational, or scientific value
- Maps depicting any area within a ten-mile radius of a facility
- Gambling or a lottery
- Markings on the envelope or wrapper which are obscene in nature
- Any matter of a character tending to incite murder; arson; riot; or any form of violence or physical harm to any person, or any ethnic, gender, racial, religious, or other group.
- Obscene material* and mail containing information concerning where, how, or from whom obscene material may be obtained.

***Obscene material means:**

Material taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest; and is material which taken as a whole, depicts or describes sexual conduct, and which, taken as a whole, lacks serious literary, artistic political, or scientific value. When it appears from the nature of the matter or the circumstances of its dissemination, distribution, or exhibition that it appeals to deviant sexual groups. These materials are not limited to the following:

- Depicts, displays, or describes penetration of the vagina or anus, or contact between the mouth and the genitals.
- Depicts, displays, or describes bestiality, sadomasochism, or an excretory function including urination, defecation, or semen.
- Displays the nudity of a minor, or person who appears to be under 18 years old.
- Portrays conduct which appears to be non-consensual behavior.
- Portrays conduct which is, or appears to be forceful, threatening, or violent.
- Portrays conduct where one of the participants is a minor or appears to be under 18 years old.
- Displays frontal nudity of the human body and otherwise sexually explicit materials which impair the orderly administration of this facility, impair jail security and/or promote the possible sexual harassment of security personnel working in the facility.
- Any material not previously described herein that is reasonably deemed to be a threat to legitimate penological interests and/or the security of this facility.

HENDRICKS COUNTY SHERIFF