

Juvenile Detention Mail Policy

1. Residents will be allowed to send sealed letters to anyone they wish without interruption. However, due to federal law, nothing will be mailed unless proper postage has been included. All letters to residents must come through the U.S. Mail. Letters delivered to the Center by friends will be refused.
2. All incoming letters will be checked by staff (by pressing the unopened letter between the fingers, running it over the edge of a desk, etc.) for indications of contraband. Residents will be asked to open incoming letters in the presence of staff.
3. Any cash sent to a resident will be placed in the resident's personal envelope, recorded on the personal property inventory and returned to the resident at release. Any cash received in excess of \$25.00 will be recorded on the personal property inventory, sealed in an envelope, labeled with the resident's name and the amount of money and placed in the lock box until it is returned to the resident at release.
4. Resident's letters, incoming or outgoing, are not to be read by staff except where there is clear and convincing evidence to justify such action (and authorization has been obtained from the Facility Coordinator). If correspondence is read, it is to be in the presence of the youth and the action and the reasons for the action are to be documented and placed in the resident's file.
5. When a resident receives a package, it must be opened in the presence of a staff person. Contents will be placed in the resident's personal basket, recorded on the personal property inventory and returned to the resident at release.
6. The facility will not pay for Collect on Delivery (C.O.D.) packages addressed to residents.
7. Any illegal substances or materials found in either letters or packages will be confiscated.

