



Community Reintegration Center
Milwaukee County
Chantell Jewell • Superintendent

New Milwaukee County Community Reintegration Center Mail Policy

All regular incoming and outgoing resident mail is subject to inspection. This includes legal mail (privileged mail). Legal mail is defined as correspondence to or from residents with attorneys, courts, elected officials, state probation and parole officials, the Sheriff, a jail administrator, or the resident's physician, psychiatrist, or other similarly licensed healthcare professional.

Legal mail shall be opened, and staples removed in the presence of the addressed resident by jail supervision. All incoming (including legal) mail will be removed from the envelope and turned over to the resident. For the safety and security of the facility, the envelope will be disposed of. A resident may write down the address.

General mail that exceeds five (5) pages will not be screened and will be placed directly in the resident's secure property. However, once per month, a resident may request that this restriction be waived upon written request to a Jail Supervisor at least five (5) business days prior to expected delivery.

Such request shall state the reason the waiver is necessary, the number of pages to be delivered, and an approximate expected date of delivery. Such requests may be granted upon a showing of good cause and at the sole discretion of a Jail Supervisor.

Residents shall not be permitted to circumvent the page limitation using multiple envelopes or otherwise.

The following incoming mail items will **not be accepted**:

- Mail containing any potentially harmful chemical substance.
- No commercially produced or homemade greeting cards, post cards or laminated items.
- Nothing containing tape, glue or any other adhesive or binding agent.
- No mail containing envelopes, stamps or lined/blank writing paper within the mailer will be accepted.
- No pages or cut outs from calendars, magazines, newspapers, coloring pages or books.
- No mail containing stickers, cosmetics, stains, glitter, or any foreign substances of any kind.
- No mail exhibiting perfume or other odors.
- No food items. Only food ordered through ICARE.
- No Polaroid photos and all photos must not exceed 4x6 inches.
- Children MUST be fully clothed (shorts, pants, shirts) in all photos. NO EXCEPTIONS
- No photos or drawings containing overt sexuality, partial and full nudity, violence or gang activity or hand gestures.
- No photos or drawings containing exhibitions of currency, alcohol, drugs, smoking or vaping.
- Nothing marked or written with markers, colored pencils, gel pens, crayons, or anything other than a standard ballpoint pen or pencil.
- No oversize mail will be accepted (paper larger than 8.5"x11")
- No mail containing contraband (*e.g.*, electrical music devices, lights, stamps, newspaper articles, envelopes, calendars, any illegal substances etc.)
- We will not accept any mail that was delivered to the resident's home address unless it is a legal document or related to social security or human services. No bills or junk mail.

All outgoing mail must be in envelopes purchased from the commissary and may not be reused in any way. Outgoing letters may not have any sticky or liquid base on the envelope or the letter. Outgoing letters with drawings, symbols (including gang symbols), or writing other than the addressee or the return address will not be accepted.

All outgoing mail must be neat, legible, and contain the residents name, SPN #, and housing unit as return address, as well as the name/address of the intended recipient. Indigent residents may make a written request to canteen for envelopes

Resident outgoing mail should be addressed as follows:

(RETURN ADDRESS EXAMPLE)

YOUR NAME

SPN # 555555

Q6 Housing Unit

Milwaukee County Community Reintegration Center

8885 S 68th Street

Franklin, WI 53403

No oversize mail or cards will be accepted. Mail containing contraband (*e.g.*, electrical music devices, lights, stamps, newspaper articles, envelopes, or calendars, etc.) will not be accepted, and will be placed in the resident's property.

Resident mail exhibiting stickers, lipstick, stains, or other potentially biohazard substances on the exterior of the envelopes are not permitted and will be returned to sender. No food or gifts to residents will be accepted. Residents may only send mail to the CJF to immediate family.

Only appropriate photos will be accepted. Photos or drawings exhibiting nudity, semi-nudity, or of a sexual nature or in poor taste will not be allowed. Photos or drawings that show/depict gang signs or containing inappropriate images will not be allowed and will be placed in the residents property.

Any photos or letters containing images or items that are found to be illegal will be confiscated and turned over to a supervisor for review and possible legal action.

Incoming mail must be neat and legible containing residents name, SPN number, and housing unit to be accepted. No provision for certified mailing exists unless there is a legal requirement for such mail to be officially received, and in such instances, a written request must be submitted to a Jail Supervisor. Only personal mail addressed to the resident will be accepted – NO BILLS WILL BE ACCEPTED.

All publications, including books, newspapers and newsletters, magazines, pamphlets, and other materials that will be provided to residents for their use in their housing units must be mailed to the resident directly from the following publishers **ONLY:**

- Milwaukee Journal Sentinel
- Penguin House Books

We do not accept hard covered books. The limit is two (2) books total per resident in their possession at any time. It is the resident's responsibility to send any excess (over 2) books received thru the mail to the property clerk through a jail supervisor along with the property slip. These excess books must be picked up within seven (7) days or will be considered as contraband.

Residents will only be allowed a total of two (2) newspapers in their living area at a time.

Subject to security interests, the resident to whom withheld mail was sent will be given a written notice that the mail was not delivered and the identity of the sender.

###