



**Community Reintegration Center**  
***Milwaukee County***  
Chantell Jewell • Superintendent

**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 requests 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 legal, 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 68<sup>th</sup> 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 will not be allowed. Photos or drawings that show/depict gang signs will not be allowed and will be placed in the resident's 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.

### **BOOKS, NEWSPAPERS, MAGAZINES, AND PERIODICALS**

Unless otherwise in conflict with this policy and prohibited by the Superintendent, inmates are permitted to purchase, receive, and read books, periodicals, or other such writings accepted for distribution by the U.S. Postal Service.

Books and periodicals, including newspapers and magazines, shall be accepted only if they are mailed directly from the publisher to a named inmate. All books and periodicals must be paperback.

In addition, for a book to be accepted, the publisher must be confirmed by the Community Reintegration Center to be a bona fide book publisher, and books sent by a publisher with a confirmed history of sending contraband into custodial settings will be rejected.

A local daily newspaper in general circulation, including a non-English publication, shall be made available to interested inmates (Wis. Admin. Code DOC § 350.34).

## **REJECTION OF BOOKS, NEWSPAPERS, MAGAZINES, AND PERIODICALS**

The Agency may reject books, periodicals, and other materials that may inhibit the reasonable safety of staff, visitors, or inmates or otherwise pose an unreasonable disruption to the orderly operation of the Community Reintegration Center. Materials that may be rejected on these grounds include, but are not limited to:

- Materials that advocate violence or a security breach.
- Literature that would have a tendency to incite racial unrest.
- Sexually explicit material, including pornographic magazines, nude pictures, pictures, or descriptions of sexually explicit activities.
- Obscene publications or writings and mail containing information concerning where or how such matter may be obtained; any material that would have a tendency to incite murder, arson, riot, violent racism or any other form of violence; any material that would have a tendency to incite crimes against children; any material concerning unlawful gambling or an unlawful lottery; and any materials concerning the manufacture or use of weapons, narcotics, or explosives or any other unlawful activity.
- Material that would have a tendency to lead to sexual aggression or an offensive environment for inmates.
- Material that would have a tendency to create a hostile or offensive work environment for staff.
- Any material with content that could reasonably demonstrate a legitimate government interest in rejecting the material.

Staff shall notify a supervisor whenever a decision is made to reject books, newspapers, magazines, or other periodicals. The Superintendent or the authorized designee will be responsible for making the final decision as to the specific books, periodicals and other materials that will be prohibited within this facility.

When a book or periodical is rejected under this policy, notice will be sent both to the intended recipient and the sender notifying the intended recipient and the sender of the reason or reasons for the rejection and that the sender has the right to appeal the rejection in writing within fourteen (14) days to the Superintendent or his or her designee.

The intended recipient retains the right to appeal any such rejection of a book or periodical under the occupant grievance process. The Milwaukee County Community Reintegration Center will hold any rejected book or periodical pending such an appeal.

Religious texts not supplied by facility-authorized entities may be accepted by the chaplain or other religious volunteer who has received training on facility rules involving contraband, and who has been approved by a supervisor to review such documents for distribution.

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.