

IDAHO DEPARTMENT OF CORRECTION

Correspondence, Publication, Item, and Contraband Denial Form

Inmate's Name: _____ IDOC #: _____ Housing: _____

Date Received: _____ Date Notice Sent: _____ Date to Return by: _____

Sender's Name: _____ Contents: _____

The item is located at the: Mail Center Property Office

This item was reviewed and denied in accordance with SOP 402.02.01.001, *Mail Handling in Correctional Facilities*. To contest this decision (see SOP 316.02.01.001, *Grievance and Informal Resolution Procedure for Inmates*). If you do not respond, the item(s) will be considered abandoned property and handled in accordance with SOP 320.02.01.001, *Property: State-issued and Inmate Personal Property*.

Check one or more reason(s) for denial:

- Item received in a letter or package not authorized by policy or standard procedure
- Package received without prior authorization
- Publication or item describes the manufacture of weapons, bombs, explosives, escape materials, or the manufacture of alcohol, drugs, or drug paraphernalia
- Publication or item evidences gang involvement or activities such as enemy list, constitutions, structures, codes, signs symbols, slogans, photographs, drawings, training materials, clothing, etc.
- Publication or item advocates the inferiority of any ethnic, racial, or religious groups and/or makes such groups an object of ridicule and scorn
- Publication not mailed directly from the publisher or bookstore
- Unauthorized magazine, book, or newspaper clipping
- Sticker (paper or non-paper), postage stamps, or envelopes
- Greeting card is padded, laminated, multilayered, musical, or larger than 8" x 10"
- Photographs larger than 5" x 8" or instant photographs with layers
- Sexually explicit materials
- Body fluids on letter
- Unauthorized inmate-to-inmate correspondence or third-party correspondence of inmates
- Padded envelopes (except legal mail)
- Envelopes or letters stained or that have unknown substances, lipstick, or lip balm on them
- Letters or envelopes with a strong perfume-like or unusual odor
- Sexually explicit and pornographic material
- Electronic media items, including but not limited to CDs, DVDs, thumb drives, etc.
- Other _____

If you are mailing out the item, attach a completed withdrawal form with a staff signature.

Mail Out: Yes No Destroy: Yes No

Inmate's Signature

Date

Staff Member's Name and Associate #

Date

Staff Associate Number: _____

Date Mailed Out: _____

Date Destroyed: _____