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: __________________________