



Morgan County Sheriff's Office

Norman Dills, Sheriff

211 East Newton St. Suite 2 – Versailles, Missouri 65084
Phone (573) 378-5481 Fax (573) 378-7171



Mail Policy

A. Policy

- a. It is the policy of the Morgan County Adult Detention Center to provide an efficient, orderly and supervised mail operation for detainees.

B. Procedures

a. General Guidelines

- i. Mail is picked up and deposited in the mail carton and picked up by Court Security Monday through Friday at approximately 0900 hours.
- ii. Mail and mail containers will be thoroughly inspected and searched prior to entering the facility.
- iii. Certified or registered mail shall be processed in conformance with U.S. Postal regulations.
- iv. The facility shall permit detainees to send or receive sealed letters to or from specific classes of persons and organizations, including, but not limited to: court officials, legal counsel, officials of the confining authority, government officials, State Board of Probation and Parole, and the media.
- v. Detainee mail will be sorted according to housing assignment and detainee name.
- vi. If the detainee is no longer housed in this facility, the mail will be returned to the sender.
- vii. All correspondence must have the detainee's official mailing address (return address for outgoing mail, sending address for incoming mail). The official mailing address is:

Full Name (Booking Number)
c/o Morgan County Adult Detention Center
2112 East Newton Street Suite 2
Versailles, Missouri 65084

- viii. Detainees may write to anyone they choose; however their correspondence could be restricted if officials of the detention facility find that the correspondence violates the statutes of the law, violated the wishes of persons who receive the correspondence, or poses a threat to the security and order of the detention facility.
- ix. There will be no censorship of incoming mail or outgoing mail; however, mail will be inspected for contraband.



Morgan County Sheriff's Office

Norman Dills, Sheriff



211 East Newton St. Suite 2 – Versailles, Missouri 65084

Phone (573) 378-5481

Fax (573) 378-7171

- x. Items considered to be detriment to the safe and orderly operation of the Morgan County Adult Detention Center are prohibited and considered to be “contraband”. Contraband items include, but are not limited to:

Any illegal drugs, alcoholic beverages, deadly weapons, dangerous instruments, explosives or any other article or item that could be used to endanger other persons or the preservation of order in the facility. Any item construed as an aid to escape. Any item which could be used to disguise or alter the appearance of the detainees.

- xii. Pornographic and/or “sexually suggestive” photographs and/or drawings are prohibited.
 - xii. There will be no limit on the number of letters a detainee may send out provided they can pay for the paper, envelopes and stamps. If a detainee is unable to pay for these items, they may request them through commissary. Once Detainee Accounts has verified that the detainee meets the indigent requirements the request will be forwarded to the Detention Shift Supervisor for issuance. The detainee will be provided enough writing materials for two (2) letters per week.
 - xiii. Incoming mail must have the detainee’s complete name and booking number. Incoming mail must have the sender’s name and complete return address.
 - xiv. Mail will not be distributed to any detainee unless they are wearing the proper attire.
 - xv. Detainees may not receive money in the form of personal checks, cash or money orders by the way of correspondence (mail). Acceptable forms of sending money include using the kiosk in the facility lobby or contacting Access Corrections at (866) 345-1884 or www.inmatedeposits.com
 - xvi. Detainees whose families live out of state and for whom packages are the only mode of receiving items should have their family member contact the Detention Supervisor and receive instruction regarding items of acceptability and mailing procedures. This will be a one-time occurrence. Any package sent without prior approval or after the initial package has been received will be returned to sender. Any contraband items will be disposed of as directed by policy and procedure. Mail containing pens, pencils, pads and stamps will not be accepted. These items can be ordered off commissary. Mail must have a return address.
- b. Detainee Mail
 - i. Incoming Non-privileged Mail



Morgan County Sheriff's Office

Norman Dills, Sheriff

211 East Newton St. Suite 2 – Versailles, Missouri 65084

Phone (573) 378-5481

Fax (573) 378-7171



1. Mail will be opened and inspected for contraband and/or money and logged into the Detainee Mail Log.
 2. Money in the form of cash received in the mail will be handled as follows:
 - a. Sending cash is not allowed. If cash is sent, the entire letter will be rejected and sent back to the sender with a rejection letter to the sender and to the detainee.
 3. If contraband is found within individual detainee mail, the contraband contents will be confiscated and a Mail Rejection Form will be filled out and given to the detainee. The sender of contraband will receive a copy of the Mail Rejection Form. A copy of the Mail Rejection Form will be kept on file in the detainee's file.
 4. All incoming certified mail will be signed for and logged on the Detainee Mail Log.
 5. Detainees are permitted to retain a reasonable amount of personal letters in their personal area. Excessive materials will be placed in the detainee's property or released to a person designated by the detainee.
- ii. Incoming Privileged Mail
1. Correspondence deemed privileged must have a specific and clearly printed verbiage on the face of the envelope, specifically stating the correspondence is to be "Legal Mail", "Attorney/Client Confidentially", etc. All senders must be adequately identified on the envelope as well as the address, authority, and/or office from which the correspondence originated.
 2. Privileged mail will be processed and delivered following the same guidelines as non-privileged mail, with the following exception:
 - a. Privileged mail will be opened and inspected for contraband in the presence of the receiving detainee. The privileged mail will not be otherwise read by detention personnel.
- iii. Outgoing Mail
1. Outgoing mail will be collected by the Floor Officer Monday through Friday.
 2. All outgoing mail will be logged into the Detainee Mail Log.
 3. The Court Security Officer will pick up mail Monday through Friday at approximately 0900 hours.
- iv. Inspection of Detainee Mail



Morgan County Sheriff's Office

Norman Dills, Sheriff

211 East Newton St. Suite 2 – Versailles, Missouri 65084
Phone (573) 378-5481 Fax (573) 378-7171



1. Letters may be read for the discovery of correspondence containing any of the following:
 - a. Plans for sending contraband in or out of the Detention Facility.
 - b. Plans for criminal activity
 - c. Instructions for the manufacture of weapons, drugs, drug paraphernalia or alcoholic beverages
 - d. Threat of blackmail or extortion
 - e. Plans for escape or unauthorized entry
 - f. Code not understood by the examiner (scanner)
 - g. Plans for activities in violation of Detention Facility rules
 - h. Other material which would, if communicated, creates a serious danger to the safety and security of the Detention Facility.
2. Incoming correspondence may be rejected on the basis of a Court Order or if it contains the following:
 - a. Information regarding the manufacture of explosives, weapons or drugs.
 - b. Content intended to encourage or assist in disrupting the orderly operation of the facility, such as through a criminal act, riot, work stoppage or breach of jail rules.
 - c. Sexually explicit photographs and/or drawings
 - d. Correspondence or material may not be inspected without damage
3. When incoming correspondence is rejected due to its contents, the contraband or other rejected material will be placed in the detainee's file with a Mail Rejection Form stapled to it. A copy of the Mail Rejection Form will be kept on file in the detainee's file and a copy will be sent to the detainee. This mail will ONLY be given to the detainee when released, or as allowed following an appeal of the notice of rejection. The mail not containing contraband or other rejected material will be delivered to the detainee, if that mail is not destroyed by the removal of contraband or other rejected material.
4. When incoming correspondence is rejected due to its contents, Morgan County Adult Detention Center will send the sender of such mail a copy by U.S. Mail of the Mail Rejection Form provided to the detainee, as notice of the rejection. The Mail Rejection Form will identify the material or contraband rejected



Morgan County Sheriff's Office

Norman Dills, Sheriff

211 East Newton St. Suite 2 – Versailles, Missouri 65084
Phone (573) 378-5481 Fax (573) 378-7171



with reasonable specificity, will specify the reason for rejection and notify the sender of the opportunity to appeal the rejection. The notice will be sent to the sender of the rejected mail within 5 days of receipt of the rejected material or contraband.

5. When outgoing mail is rejected, it will be returned to the detainee with a Mail Rejection Form. A copy will be kept on file in the Detainee File along with a copy of the correspondence in question.
6. In the event the letter contains evidence of a crime or correspondence deemed threatening to the safety and security of the facility, the letter will be seized and forwarded with an Incident Report to the Jail Administrator. Copies will remain on file in the Detainee File.
 - a. The Jail Administrator will forward the letter to the appropriate authorities for disposition.
- v. Opportunity of Sender to Appeal the Rejection of Mail Sent to a Detainee
 1. Upon receipt of the copy of the Mail Rejection Form, the sender may request an appeal of the rejection. The request for appeal must be in writing, sent via U.S. mail, to the Jail Administrator, Morgan County Adult Detention Center, 211 East Newton Street, Suite 2, Versailles, Missouri 65084.
 2. The appeal must state the specific reasons the sender believes the rejected mail should not have been rejected.
 3. The sender's request for appeal of rejected incoming detainee mail will be considered by the Jail Administrator, or other Detention Center officer assigned by the Administrator. The individual considering the appeal shall not be the individual originally rejecting the mail and shall be of higher rank. The sender will be notified of the Detention Center's decision on the appeal in writing within 10 days of the receipt of the request for appeal.
 4. After the appeal is concluded, the detainee may authorize the rejected mail to be returned to the sender instead of holding the mail until he or she is released. The sender of rejected mail may also request it be returned. Mail which contains contraband or a discussion of commission or a crime or evidence of a crime will not be returned to the sender and may be referred to appropriate law enforcement authorities.
- vi. Administrative Sanctions



Morgan County Sheriff's Office

Norman Dills, Sheriff

211 East Newton St. Suite 2 – Versailles, Missouri 65084
Phone (573) 378-5481 Fax (573) 378-7171



1. Detainees who interfere with the Morgan County Adult Detention Center mail operations or policy and procedures, will be served with notice of charges by the Detention Supervisor.
 2. An Incident Report will be submitted to the Jail Administrator for investigation.
 3. Detainees found in violation may be charged.
- vii. Security
1. Mail in the Morgan County Adult Detention Center will be handled, processed and stored with the highest level of security.
- viii. Detainee-Employee Correspondence
1. Any Employee who receives personal mail from a past or present detainee should notify their supervisor and document the correspondence with an Incident Report.
- ix. This policy will be posted on the Morgan County Adult Detention Center website page.

Norman Dills

Sheriff Norman Dills

Date: 10/22/2019