As of August 9th 2021 the Morgan County Adult Detention Center will be going to a post card mail correspondence system. The system will not have any effect on the current mail policy as it pertains to Legal/Privileged mail or from a governmental entity. All general correspondence will be on a standard sized post card unless an exception has been made. Any mail sent in an envelope not previously approved or clearly marked as legal/confidential or from a governmental entity will be inspected for contraband, returned to sender, or placed in detainee’s property. This will include all incoming and outgoing mail. This memorandum will act as 30 day notice to allow time for friends and family members to make proper adjustments; this will also be changed to reflect the policy change on the county website. All rules involving addresses and return addresses will remain in place. We are adding post cards to indigent kits as well. All mail will be processed daily Monday through Friday, excluding Saturdays, Sundays, and holidays.

Non-legal/non-governmental correspondence is accepted in the form of postcards. This practice provides a safer, contraband-free environment for both detainees and detention staff. All postcards not meeting the standards listed below will be returned to sender.

Postcards may be no larger than 5 inches by 6 inches and must be properly addressed; must contain the sender’s full name/return address and the detainee’s full name and preferably booking number in addition to the Morgan County Detention Center address listed below.

Morgan County Adult Detention Center

211 E. Newton Street

Versailles, Mo. 65084

Metered post cards are preferred and will generally be delivered unaltered; stamped mail will have the stamps removed which will likely damage some portion of the postcard.

Postcards containing stickers, adhesive labels, watermarks, stains, lipstick, and/or any other suspect alteration/adulteration will be returned to sender.

Requests for exceptions to the postcards requirement (family pictures, etc.) must be made by submission of a Detainee Request and approved prior to being received. All exceptions require prior approval from the Detention Commander or designee. You may only have one pending picture request at a time. The request must include the sender’s full name and address. Mail opened consistent with mail exceptions and identified as not meeting the standards, will be placed in the detainee’s property. The senders rejected mail (either returned to sender or placed in detainee’s property) will be notified in writing. Outgoing mail is not similarly restricted.

Outgoing mail will be collected once a day Monday through Friday excluding Saturdays, Sundays, and Holidays.

Privileged mail is: correspondence received from your attorney of record, including their staff; officers of the court; officials of the confining authority; administrators of the grievance system; members of paroling authority, including probation; consulates; and, elected officials. For mail to be treated as privileged requires the envelope to be clearly labeled or designated as “Legal Mail”, “Confidential”, or “Privileged” with the sender’s name and full address displayed. Privileged mail will be opened and examined, in your presence, for contraband. Should it contain non-legal material(s), it will be considered contraband and placed in your property. Privileged mail will not be read by detention staff members. Letters from you to your attorney are mailed without examination or censorship.

There is no restriction on the amount of correspondence a detainee can send or receive, however detainees may be restricted on the amount of mail allowed to be retained in their cell.

If you have any questions or concerns about this policy, contact Jail Administration.