

**IOWA COUNTY JAIL**  
**1205 N. Bequette Street**  
**Dodgeville, WI 53533**  
(608) 935-3314, Ext. 531

## **MAIL GUIDELINES**

All mail, incoming and outgoing, must bear the full name **and** address of both the sender and the recipient on the envelope.

- Envelopes (and all contents) not containing this specific information will be placed in the inmate's file or property bag and given to the inmate at release, or be returned to sender. If contact between sender and recipient is prohibited, the mail will either be returned or destroyed.

All incoming mail must be postmarked and delivered through the U.S. Postal Service. Mail will not be accepted if dropped off. This includes greeting cards.

Confidential or privileged communications includes letters from a judge or attorney.

All reading material must come from the publisher. This does not include a local store mailing in books, puzzles, etc.

No publication that is obscene or depicts methods of weapons manufacture, means of escape, or material which may compromise jail security will be allowed. This includes photographs sent through the mail.

Non-privileged mail shall be withheld or returned to sender if it is determined that delivery of such mail would likely disrupt jail security. The inmate will receive written notice of mail refusals.

Jail staff strictly follows court-ordered contact restrictions. Inmates will be denied mail from persons with whom the Court has ordered no contact, and from persons using a false name in order to circumvent a court order.

All refusals of incoming mail will be documented by the jail staff.

Non-privileged outgoing mail will be given to the jail staff UNSEALED so it can be screened for contraband, potential law or no-contact violations, or disruptions to jail security.

Incoming and outgoing mail shall not have drawings on the face of the envelopes. Mail received with stickers attached to the envelope or letter will be withheld or returned to sender.

Postage for outgoing mail shall be deducted from the inmate's canteen account.

Two (2) envelopes and four (4) pieces of paper will be provided each **indigent** inmate, if requested, on Monday morning when time permits.

- Additional paper and stamped envelopes can be purchased through the jail commissary.

Written communications between inmates is prohibited.

Money received in incoming mail will be removed from the envelope and deposited in the inmate's commissary account. A receipt will be provided to the inmate.

Family and/or friends of one inmate are not allowed to deposit money into the commissary account of another inmate in order to circumvent an inmate's negative commissary account.

**VIOLATION OF THESE RULES MAY RESULT IN:**

- Prosecution, where a violation of the law is suspected or known to have occurred;
- Limitation of both incoming and outgoing mail to strictly legal mail for a period of time corresponding to the nature and degree of the violation;
- Any limitation of the inmate's mail may be appealed. A jail supervisor shall respond in writing to an appeal, stating that the facts either uphold or deny the limitation.

10/29/10 update.