

All incoming mail is checked for contraband by detention staff. Professional mail (legal and governmental correspondence) is accepted to the facility without request for exception. Mail that is clearly labeled as legal/governmental paperwork will be opened and examined for contraband, in your presence, and will not be read by detention staff members. Letters from an inmate to his/her attorney are mailed without examination or censorship.

Non-legal/non-governmental correspondence is accepted in the form of postcards.

This practice provides a safer, contraband-free environment for both inmates and detention staff. All postcards not meeting the standards listed below will be returned to sender. Requests for exceptions to the postcard requirement (family pictures, etc.) must be made by submission of an Inmate Request. All exceptions require prior approval of the Detention Division Director or designee. You may have only one pending picture request at a time. The request must include the sender's full name and address. Mail opened consistent with a mail exception and identified as not meeting the standards, will be placed in the inmate's property. The sender of rejected mail (either returned to sender or placed in the inmate's property) will be notified in writing. Outgoing mail is not similarly restricted.

Related requirements are as follows:

Postcards may be no larger than 4.25 inches by 6 inches and must be properly addressed; must contain the sender's name/return address and the inmate's name (and preferably) cell assignment in addition to the Johnson County Detention Center address listed below.

**Johnson County Detention Center
278 SW 871 Road
Centerview, MO. 64019**

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 or placed undelivered into the inmates personal property.

If inmates are of immediate family, incarcerated in excess of 30 days and require direct communication due to exigent circumstances, the inmates must submit an Inmate Request to the Detention Division Director or his/her designee, who may make an exception to this rule upon a demonstration of sufficient need. Correspondence between inmates held at different institutions is also prohibited, for security reasons. The Detention Division Commander, upon receipt of an Inmate Request, may grant an exception and permit correspondence between family members held at different institutions. The inmate must provide hard-copy documentation of relationship (marriage license, birth certificate, etc).

Exceptions to the aforementioned rules are at the Detention Division Director's discretion and may be subject to such restrictions, as necessary.

The Detention Division Director and/or designee reserve the right to search any incoming/outgoing correspondence as a preventive security measure.