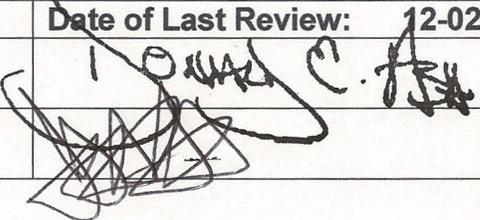


Wyandotte County Sheriff's Office Detention Center Standard Operating Procedures			Number: F-177
Subject: Request for Manila Envelopes			
Section: Detainee Rights, Privileges, Services, and Programs			
Effective Date: 06-10-04 Revised: 12-02-10		Date of Last Review: 12-02-10	
Approved By:	Sheriff of Wyandotte County		
Approved By:	Jail Administrator		

I. POLICY

The Detention Center shall provide manila envelopes to all detainees.

II. PROCEDURE

A. Inmate requesting manila envelopes will be charged a .50 cent fee per envelope to their account. No inmate will be refused manila envelopes because of account status.

1. Inmates requesting manila envelopes must submit an Inmate Communication Form (ICF) to the Programs Department.
2. The Programs Department will then have the inmate complete the "Request for Copies, Envelopes, Notary Stamp and/or Case Citations" form.
3. The Programs Department will distribute the manila envelopes to the inmate the same day.
4. A copy of the "Request for Copies, Envelopes, Notary Stamp and/or Case Citations" form will be distributed to the Inmate, Commissary and Programs.