

**Mary Haven Youth Center
Search Policy**

Upon returning from a pass, doctor's visit, or other outside activity, your personal effects, including luggage, clothing, shoes, etc. must be checked with the Youth Care specialist on duty, and inspected by, the youth care specialist for inappropriate items and/or contraband. See rules and regulations for contraband and appropriate clothing. In matters of security, or suspicion of drugs or stolen property. Your person and your personal belongings may be searched by staff members.

Parent/Guardian

Date

Witness

Mail Policy

Mary Haven will provide two stamps and two envelopes per week for mailings to family members. All residents' incoming and outgoing mail is thoroughly checked. Any mail found to contain inappropriate language, symbols, pictures, contraband, or other possible threats to security of the facility may be held, copied or shared with the court, prosecutors, or other law enforcement officials. Charges will be filed against any resident or outside party attempting to send contraband. Any envelopes containing additional writing or drawings with the exception of the addresses will not be mailed. Only one letter per envelope to the person addressed on the envelope will be allowed. Residents will be denied any and all junk mailings that are received while in the program. There is to be no correspondence between a resident and any individual on probation, any Mary Haven resident or resident's family member or any individual with whom a no contact order is in place.

I have read and understand the above policy regarding mail at Mary Haven Youth Center.

Parent/Guardian

Date

Witness

Resident

Date

Witness