

NOTICE

TO: INMATE POPULATION AND FAMILY

May 20, 2014

EFFECTIVE IMMEDIATELY.... all mail not meeting the following will be returned to sender.

General Mail

For the safety and security of the inmates and staff at the Department of the Jail, all **incoming mail**, with the exception of privileged/legal mail, must be in the form of a postcard only.

1. All postcards must meet the following requirements: Postcard size-minimum: 3 ½" by 4 ¼ " but no larger than 4 ¼" by 6" –
2. Pre-stamped (No regular postage stamps allowed)
3. Must include the inmate's full name
4. Must include a complete return address

Unacceptable Postcards which will be returned to the sender:

1. Defaced or altered postcards
2. Plastic or any type of wrappings on the postcards
3. Postcards marked with paint, magic marker or crayon
4. Postcards with any type of sticker or label, including stamps and address labels
5. Postcards with watermarks or stains
6. Postcards with any biohazards, including lipsticks and perfumes
7. Postcards depicting nudity, weapons, or gang references
8. Any postcards that have any type of picture attached to it
9. Oversized postcards

Outgoing Mail - All outgoing mail must be properly addressed. Outgoing mail will be in the form of the Department of the Jail approved postcard or pre-stamped envelopes, which are available through the Inmate Commissary.

Legal and Privilege Mail will continue to be processed as currently outline in procedure.

Captain C. A. Starling