

PUBLIC NOTICE

Effective **October 03, 2011**, all incoming and outgoing mail to inmates, *with the exception of legal mail*, must be in pre-stamped or metered postcard form. This change is being implemented to ensure the safety and security of jail facilities, inmates and staff.

Acceptable Postcards

- **NO LETTERS WILL BE ACCEPTED.**
- Stamps are NOT allowed, postcards must be metered or have a pre-printed stamp.
- Return address must include:
 - Inmate's Full Name, SO Number & Cell Number
 - Facility Address
- Minimum size requirements are 3.5 inches by 4.25 inches.
- Maximum allowable postcard size is 4.25 inches by 6 inches.
- Should be written in **BLUE OR BLACK INK ONLY.**
- **Postcards must be white in color** and will be available through commissary.

Unacceptable Postcards

- Defaced or altered postcards.
- No plastics or wrappings on postcard.
- Postcards marked with paint, crayons or marker.
- Postcards with labels or stickers.
- Postcards with watermarks or stains.
- Postcards with any biohazards, including perfumes or lipstick.
- Postcards depicting nudity, weapons or gang references.
- Postcards containing an affixed stamp.

Legal Mail

- **Legal mail is not affected.**

Money

- Money is not affected.
- All money orders/certified checks should continue to be mailed to inmate.
- **Envelopes containing additional inmate correspondence will be returned to sender.**

Photographs

- **NO POLAROID PICTURES**
- Up to four photographs may be mailed to the jail, after an inmate has been incarcerated for a minimum of 30 days, provided the envelope is clearly marked "**PHOTOGRAPHS.**"
- Photographs may NOT be larger than three inches by five inches (3" x 5").
- The inmate name and SO number must be written on the back of each photograph.
 - **Nothing else is to be written on the photographs.**
- Photographs must be unaltered, and may not contain any adhesives, such as stickers or labels.
- Photographs must not depict sexual activity, visibly expose the breast, pubic area or buttocks, contain gang signs or codes or promote or show illegal activity.
- **Envelopes containing additional inmate correspondence will be returned to sender.**

Newspapers and Magazines

- Authorized newspapers and magazine subscriptions are not affected, and will remain unchanged.

