

# INMATE NOTICE

Effective May 1, 2007, all mail incoming to inmates, *with the exception of legal mail*, must be in 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.
- Please include Booking # & Location if available.
- 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.**
- **NO OTHER COLOR INK WILL BE ACCEPTED.**

## 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.
- Oversized postcards.

## Legal Mail

- Legal mail is not affected.

## Money

- Any cashiers check (also known as an official check).
- U.S. Postal Money Order.
- Western Union Money Order.
- U.S. currency (cash).
- Checks from government agencies or privately run jails or prisons, payable in U.S. funds.
- Checks must contain the inmate's name and booking number. Cash must include a note with the inmate's name and booking number.

*Monies mailed in to inmates may be in an envelope addressed to the jail and must state the inmate's name and booking number. **"FOR DEPOSIT ONLY"** must be clearly marked on the outside of the envelope. No letters or pictures shall be included in the envelope or it will be rejected.*

## Photographs

- **NO POLAROID PICTURES**
- Up to five photographs may be mailed to the jail (or dropped off in the visitation lobby) provided the envelope is clearly marked **"PHOTOGRAPHS."**
- Photographs may NOT be larger than four inches by six inches.
- The inmate name and booking 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.

## Newspapers and Magazines

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