EFFECTIVE NOW, THE JAIL WILL ALLOW

LETTERS TO INMATES IN ENVELOPES AS WELL AS POSTCARDS

1. Contents of Envelopes and Parcels
An envelope may only contain written correspondence, newspaper or magazine clippings, small pamphlets, photocopies, handmade drawings, photographs, computer-printed pictures, and personal business documents. A parcel may only contain up to three books or three publications. Mail handlers will consider any other item in the envelope or parcel as contraband and treat it as prohibited mail.

2. Handmade Drawings
An inmate may receive up to five handmade drawings in a single piece of mail. The drawing may be in graphite or colored pencil, ink, watercolor, charcoal, or crayon. Other media forms or any foreign objects attached to the drawing are prohibited. A drawing may not exceed 9 by 12 inches.

3. Clippings
An inmate may receive up to two newspaper or magazine clippings in a single piece of mail.

4. Pamphlets
An inmate may receive up to five pamphlets of eight pages or less in a single piece of mail. Staff will consider pamphlets over eight pages long as a book with book limits applying.

5. Greeting Cards
Staff will confiscate a greeting card if it contains metal, plastic, or other hard materials. They will also confiscate a card if they cannot thoroughly search it because of its construction, such as some foldout designs and musical cards. A greeting card may not exceed 9 by 12 inches.

6. Photocopies and Printed Sheets
An inmate may receive up to five sheets of photocopies, carbon copies, or mass- or computer-printed material (like internet pages or mass-mailed e-mail jokes or stories), that is not of a personal correspondence nature, in a single piece of personal mail. The size limit on a sheet is 8-1/2 by 11 inches. Mail handlers will count sheets with pictures as pictures for limit purposes.

7. Photographs and Other Pictures
A single piece of incoming mail for an inmate may contain up to five pictures either in the form of photographs (up to 4 by 6 inches in size) or as a printed piece of paper or photocopy (up to 8-1/2 by 11 inches). Multiple pictures or pictures mixed with text on a single sheet will count as one picture.

The jail will not deliver pictures that are mounted, framed, or the instant-developing photograph (like Polaroid). Pictures of gang affiliates or other people wearing gang attire or using hand signals are prohibited.