

Make the check or money order payable to the inmate. Write the inmate's booking number on the check or money order if possible.

Method	Daily Limit
Merchant money orders	\$20 per sender per day
Post office, Western Union, MoneyGram money orders	\$100 per sender per day
Cashier's checks	\$100 per sender per day
Government checks	No limit

Who can send mail to an inmate?

Anyone can send mail to an inmate with some restrictions. We will not accept mail from—

- An inmate in a correctional facility or treatment center.
- A victim or witness of a crime that the inmate is in custody for either in pretrial or sentenced status.
- A person acting as a go-between for inmates by redirecting mail between two or more people to undermine jail rules
- An inmate participating in electronic home detention.

In certain circumstances, a jail command officer may further restrict an inmate's personal correspondence with certain people.

How do I address the mail?

Clearly write the inmate's complete name. Do not use nicknames. If you know the inmate's middle name or initial and booking number, please include those. Send mail to this address:

Inmate's name, Booking number
Washington County Jail
215 SW Adams Avenue, MS 35
Hillsboro, OR 97123-3874

Include your full name and return address on the correspondence! We will not deliver nor hold inmate mail that is missing this information.

Please hand-write your return address rather than using gummed or adhesive labels. We remove labels from mail before giving it to the inmate. Without a return address, the inmate may not be

able to write to you, because he or she will not know your address.

Who can answer my questions?

If you have a question about inmate mail, you can call the jail at (503) 846-6346 or (503) 846-2798.

May I call to confirm delivery of an item?

No, it is the inmate's responsibility to contact you to let you know they received something you mailed. You may write to the inmate if you want to confirm delivery of an item.

Who can discuss a complaint with me about inmate mail?

If you have a complaint about inmate mail, you can contact a jail representative by calling (503) 846-2798, Monday–Friday, 8:00 a.m. to 4:00 p.m.

You can write to a jail command officer at the address below:

Jail Command Officer (Mail)
Washington County Jail
215 SW Adams Avenue, MS 35
Hillsboro, OR 97123-3874

You may also send an e-mail to the jail commander at:

jail_commander@co.washington.or.us

If mail you send to an inmate is returned to you and you believe there has been error in denying your correspondence, you may appeal the decision. Information regarding the appeal process is available at www.wcsheriff-or.com or by contacting the jail at (503) 846-2600.

www.wcsheriff-or.com

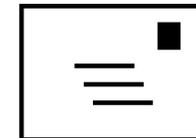
WCJ-128 (v. 10/13)



**Washington County
Sheriff's Office
and Jail**

Inmate Mail Guide

*Frequently Asked Questions
About Inmate Mail*



We only allow inmates to receive correspondence sent through the US Postal Service or equivalent commercial service. We do not accept mail delivered by hand or courier. We will not accept mail with postage due.

Postcards and letters must include first and last name and return address.

What can be mailed to an inmate?

Postcards and greeting cards. Postcards may be any size the post office delivers, with maximum dimensions of 5-1/2 x 8-1/2 inches. Cards must not contain metal, plastic, or other hard material; be made or folded in a way that could hide contraband; or exceed 9x12 inches. Musical cards are not allowed.

Letters for personal correspondence

- *Pictures (Limit of 5 per letter)*
- *Handmade Drawings (Limit of 5 per letter)* – Must be done in lead or colored pencil, ink, watercolor, charcoal, or crayon. Other media forms or any foreign objects attached to the drawing are prohibited. Must not exceed 9x12 inches.
- *Photocopies or mass- or computer-printed material (Limit of 5 per letter)* Examples: E-mails, internet pages. Sheets with pictures count as pictures.
- *Newspaper or magazine clippings (Limit of 2 per letter)*
- *Personal business documents*

Legal and official mail

The return address must have the sender's job, agency, or firm title and address and be preprinted on the envelope, on a label, or as an ink stamp. The words LEGAL MAIL or OFFICIAL MAIL must be on the address side of the envelope.

Pamphlets (Limit of 5 per letter)

Must be 8 pages or less. Larger publications will be treated as books.

Books (Limit of 3 per day)

Books must be ordered and sent directly from the publisher or online bookstore. (You may not send books directly to an inmate.) Books may be up to 9x12 inches in size and may be new or used. They must not have a plastic or metal binding. While

paperbacks are preferred, hardbound books are allowed – except inmates in segregation may only receive paperback books.

Periodicals (Limit of 2 per day)

Magazines, newspapers, and other periodicals must be new and sent directly from the publisher or a bookstore. **Caution:** Periodicals with scantily clad people may be considered sexually explicit and thus be prohibited. Periodicals may also be prohibited if they violate other jail rules. If we prohibit an item, we will provide notice to the sender and an opportunity to appeal that decision.

Does the jail open and inspect mail?

All incoming and outgoing mail is subject to opening and inspection by jail staff.

What cannot be mailed to an inmate?

Contraband items. *Contraband is anything the jail does not allow an inmate to have unless they authorize it.* We reject the following contraband items:

- Drugs (legal or illegal)
- Over-the-counter medications
- Glasses and contact lenses
- Postage stamps, blank paper, envelopes, writing or drawing materials
- Maps
- Transportation schedules, such as bus or train
- Bookmarks, plastic cards, paper clips
- Stickers, decals, tape
- Cosmetic, hair care, or hygiene items
- Food or clothing
- Locks of hair, ribbons, tassels
- Cigarettes, matches, lighters
- Dried or pressed flowers
- Coupons, lottery tickets, Tri-Met tickets
- Compact discs, electronic media
- Items that exceed approved limits
- Items from a non-approved source
- Items that could hide contraband
- Foreign substances, such as bodily fluids, lipstick, perfume, glitter, glue, paint, or anything with unusual stains or odors

Items with Contraband Content. This includes mail with inappropriate words or images. *Contraband content is anything that may threaten*

the safety, security, good order of the jail or may be detrimental to an inmate's rehabilitation. This includes content that—

- Threatens, plans, encourages, instructs in activity that is criminal, or violates jail rules
- Could result in physical harm to anyone
- Is gang-related material
- Is sexually explicit material
- Is inflammatory material - anything that incites or advocates physical violence, supremacy or hatred of a class or group of people
- Is code or suspected code
- Is fraudulently marked as legal or official mail

What happens if I mail contraband?

One of four things will happen if we find contraband in your mail:

1. We will return it to you.
2. We will confiscate it and not let the inmate have access to it until they are released from custody.
3. We will destroy it if it presents a health or safety hazard.
4. We will confiscate it as evidence in a criminal investigation.

Depending on the degree of contraband violation, a jail command officer may restrict any future correspondence you have with an inmate.

Introduction of contraband into a correctional facility is a class C felony under ORS 162.185 and is punishable by up to 5 years in prison and a fine of up to \$100,000.

How do I send money to an inmate?

You may send cashier's checks, money orders, and government checks, payable only to the inmate, for credit to an inmate's account addressed to the inmate or just the jail. You may send cash, but we do not recommend it. We will not accept payroll, personal, business, or two-party checks.