

Incoming Mail Rules:

- All mail must have full first and last name along with return address.
- No labels, stickers, or writing on the inside or outside the envelope, other than the necessary addressing, is permitted.
- All incoming mail must be written on white paper and mailed in a white envelope.
- No colored ink allowed. Must be blue or black ink, pencil, or typed. No markers, crayons, or colored pencils.
- Any discolored or scented (perfume) mail will be returned to sender.
- Cash is not allowed through the mail.
- Money orders must contain the inmate's full name on it.
- Magazines and newspapers are not accepted.
- No greeting cards will be accepted. This includes, but not limited to, Christmas, Birthday, and Anniversary.
- Photos larger than 4x6 are not allowed. Polaroid's and photos displaying sexual, gang related, or inappropriate material will not be accepted. Inmates are only permitted to have 10 photos in their possession at a time.
- Soft covered books (limited to three) can be sent to the inmate directly from the publisher but excludes pornographic, gang related, or inappropriate material. No other packages will be allowed.
- Any mail not accepted will be returned to sender if possible. When this cannot be done, it will be placed in the inmate's file created by the jail.
- Inmates will be notified in writing by a mail rejection form when mail is not delivered to them. Sender's name, if provided, will be written on the notification along with the reason the mail was unacceptable.

Inmate Funds:

Inmates can receive money the following ways:

- Kiosk in the main lobby of the Sheriff's Dept. Accepts cash, credit, and debit cards. Available 24 hours/day.
- www.jailatm.com Click Commissary. You must have a valid e-mail address and create an account. Credit or debit card are accepted.
- Money orders - are only accepted if sent via U.S. Postal Service.

Weekenders, Work Release, and Sentenced Inmates:

Nothing brought in the jail with you will be allowed in the cell. This includes white clothing. Everything must be purchased from commissary and kept at the jail while you are not here.