5-03/190.10 - Regulations - Writing Personal Correspondence

The following rules and standards shall be employed by all inmates when writing outgoing letters:

- Lead pencils shall be used;
- There shall be no limitation placed on the number of personal letters allowed per day except by order of the Custody Services Division chiefs;
- Letters shall not contain any form of contraband, threats, intimidation, escape plans, possible criminal information, or any violation of state or federal law;
- Return address shall appear on outside of the envelope and shall contain; and
    - Name;
    - Booking number;
    - Module;
    - P.O. Box number; and
    - Any additional information deemed necessary by the facility.
- Letters shall not contain discussion of cases concerning other inmates.