

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.
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