

## **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:
    - 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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