

SENDING MAIL TO INMATES

Inmate Correspondence must be sent via a postal service. Correspondence will not be accepted at the lobby in the window.

All mail must have the full name and address of the sender and intended receiver on the envelope.

The correct facility address is:

Offender's Full Name
C/O Mini-Cassia Criminal Justice Center
1415 Albion Avenue
Burley, ID 83318

The length, source, or volume of mail an offender may send or receive shall not be limited, except where there is clear and convincing evidence to justify the limitation for reasons of public safety, facility order, or security.

No limit is placed on the number of letters or packages an inmate may receive. But in order to limit the accumulation of excess materials and to maintain facility order, safety and security, an individual letter or package will be limited to:*

- No more than 2 greeting cards
- No more than 10 papers or photos or any combination thereof.
- No more than 2 items of bound, printed materials including books, magazines or periodicals (must be sent directly from publisher or book store).

*(Restrictions do not apply to legitimate legal mail)

Excess items will be returned to sender or placed on the inmate's property. Inmates will not have access to excess items or contraband that has been placed on their property until the inmate is released from custody.

Offender mail may be opened and inspected for contraband. **Do not send Cash, checks, or money orders in the mail.** Cash, checks or money orders shall be removed from the incoming and returned to sender. When contraband is discovered it shall be removed and its disposition properly recorded.

When any publication, correspondence, or any contents of a package, or any other form of mail is rejected, the sender and the person to whom it is addressed shall be notified in writing of the item rejected and the reasons for the rejection. Any item which is rejected shall be returned to the sender or placed in the offender's property unless it contains illegal matter and or is kept for evidence. Those items that have no return address may be discarded.

Newspapers, magazines, periodicals, and books may be received by offenders of the Mini-Cassia Criminal Justice Center only when such materials have been mailed by the publisher or directly from a book store through the United States Postal Service. **No material with sexually explicit photographs or articles, books containing explicit accounts of sex acts, and photographs of unclothed persons will be allowed in the facility. No material indicating sexual acts or that display frontal nudity or nudity of the buttocks (including thong underwear) will be permitted.**

No material that appears stained, taped or glued will be permitted. Used stamps and envelope flaps will be removed and disposed of by staff. **Third class mail will not be accepted.**