

# **NOTICE**

## **EFFECTIVE FEBRUARY 1, 2011**

### **INCOMING - NON-LEGAL MAIL**

- A. Allegan County Jail inmates will only be allowed to receive postcards, no bigger than 5 x 7", from friends and family, etc., thereby reducing the introduction of contraband into the facility, eliminating inmate to inmate correspondence, and eliminating correspondence between co-defendants while incarcerated at the same time. (*This is for non-legal mail only*)
- B. Postcards are to be a plain white post card, no bigger than 5 x 7" and have metered postage.

Friends and family wishing to mail money to an inmate of the Allegan County Jail must address the envelope to "Allegan County Jail, c/o Inmate's Name". The envelope shall only contain a money order made out in the inmate's name. If the envelope contains any correspondence to the inmate, the money will be deposited into the inmate's account and the correspondence and a copy of the policy will be placed in the envelope, the envelope will be sealed, stamped "Return to Sender" and returned to the post office.

No personal checks for inmates will be accepted. If a check is sent, it will be placed back in the envelope and the envelope will be stamped "Return to Sender" and returned to the post office.

The Allegan County Sheriff's Office will not be held responsible for cash sent through the mail to inmates. An inmate's family and friends will be discouraged from sending cash through the mail. If cash is sent and easily identified who the cash is for, the cash will be properly deposited into the inmate's commissary account.

- C. Inmates will still be allowed to receive subscriptions to magazines and newspapers through the mail.

### **INCOMING/OUTGOING LEGAL MAIL**

Properly identified legal mail will be opened in the presence of the inmate to inspect for contraband and the contents' confidentiality will be maintained. Increased monitoring of the mail will result if anything is found other than legal material enclosed in the envelope.

### **OUTGOING MAIL**

Outgoing mail rules have not changed; please review in the Allegan County Jail Resident Guide, page 24.