

# INCOMING MAIL PROCEDURES

## PROCEDURE CHANGES

Effective May 15, 2020 incoming envelopes will be discarded in the mail room and will not be taken to the blocks. Anyone who wants to ensure the return address gets to the inmate must write the senders name and complete address in the body of the letter. The return address (including First & Last Name, Street Address, City, State and Zip code) is still required on the envelope or it will be returned to sender. Any mail containing unauthorized items will be refused and the correspondence will be returned to sender. The letter and unauthorized items will be rejected as a whole.

All incoming mail must be in a plain unlined WHITE standard business sized (#10 - 4"x 9 ½") or legal sized envelope. All incoming general correspondence (non-legal) will only be accepted if written or printed on standard sized 8 ½ x 11" WHITE paper, lined or un-lined – Single sided only and maximum of 5 pages. No Rough Edges, No Staple, paper clips or any metal.

**Inmates will only receive colored copies of incoming photographs and black & white copies of printed or hand written correspondences. Legal or privileged mail will continue to be processed in accordance with formally established policies.**

## LETTERS

1. Letters must be written in blue or black ink or graphite pencil.
2. Letters cannot be more than five (5) pages single sided only. Per envelope.
3. Mail containing any other items, on any other type of paper, in any other type of envelope or written or marked with any other medium will be returned to sender. (See additional restrictions below to ensure your correspondence meets all requirements )
4. Incoming mail must be address in the following format:

Luzerne County Correctional Facility  
(Inmate First and Last Name)  
(Booking number)  
99 Water Street  
Wilkes-Barre, PA 18702

## PHOTOS

1. Only 4 photographs may be received per day, per inmate. They must be 4" X 6" in size
2. Polaroid and instant photos are prohibited.
3. Photographs of obscene materials, violence, excessive alcohol, and any gang related activities or signs will not be accepted.

## MONEY ORDERS / CERTIFIED BANK CHECKS & PERSONAL CHECKS

1. Money Orders and Certified Bank Checks must include the name and booking number of the intended recipient.(a ten day hold will be placed on any money order or certified bank check in excess of \$200.00)
2. Personal Checks will **NOT** be accepted.

INCOMING MAIL – **UNAUTHORIZED ITEMS** (Any item deemed unauthorized will be returned to sender)

1. Colored envelopes
2. Greeting cards
3. Letters or correspondence written on colored paper
4. Stickers, labels or anything with adhesive including return address labels
5. Mail containing a foreign or unknown substance or stain. If the substance is suspected of being an illegal controlled substance, the mail shall be turned over to law enforcement officials.
6. Cash
7. Post cards, pamphlets, or business cards
8. Mail written in crayon, paint, marker, colored pencil, gel ink, felt-tip or highlighter
9. Mail with lipstick imprinted on it or perfume on it
10. Items containing glue or white out
11. Blank paper, envelopes, Post-it notes, tape, plastic or metal, craft materials, parchment or stock paper, colored paper, staples, paper clips or ribbon
12. Postage stamps, loose or book
13. Torn-out book, magazine or newspaper clippings or pages
14. Any items that cannot be identified is unauthorized
15. Credit cards, phone cards or credit card numbers

## IMPORTANT MAIL TIPS

Non-Legal mail is always scanned and inspected for contraband, obscenity and other rule violations. Assume that everything you write will be read by jail staff and can and will be used against you or the inmate in court. Never write anything about the inmate's court case you would not want read aloud in a court room. Mail is considered a privilege and any violations of the mail policies can result in the inmate's mail privileges being temporarily suspended. The introduction of contraband by you into the jail through the mail could result in criminal charges being filed against both you and the inmate.