

## **SHERIFF'S DIRECTIVE 11-22-17**

### **Process of Incoming/Outgoing Mail (Effective 11-27-17)**

The Sheriff of Miami County hereby prohibits the possession of the following incoming mail:

Greeting cards, colored paper, colored envelopes, any personal correspondence printed or written on any paper other than originally purchased plain white lined paper. No printer paper, envelopes, stationary, postage stamps, magazine or newspaper clippings, photos with nudity, hand gestures, polaroid's or pictures larger than 5x7. Pictures printed on photo paper from home will not be accepted. No internet or laminated materials. Magazines, newspapers, and books will be accepted, but must be sent by the publisher. Books must be softback. No foreign substance, crayons, markers, color pencils, lipstick, paint, glitter, glue, stickers, tape, whiteout, stains, staples, excessive perfume, wet paper, drawings/artwork, or anything that may deem necessary for the safety and security of the facility.

Legal mail is exempt from this Directive, but it will be opened in front of an Officer. All envelopes will be taken at the time of mail pass including legal envelopes. If you need the return address, you will need to write it down at the time of mail pass.

Religious correspondence mailed by a religious organization, not an individual, may be exempt from this Directive provided that Jail Staff approves the material prior to issuing the correspondence to the offender.

Offenders shall be encouraged to notify their family, friends, and other correspondents of this change.

In addition, effective on the same date, all outgoing mail except legal mail will be searched by Jail Staff. DO NOT SEAL outgoing mail. Mail will be accepted only at breakfast pass.

This Directive is to take effect on November 27, 2017. Anyone that receives mail that is not allowed will receive a confiscation letter. The mail will be placed into your property and will be returned to you upon your release. Staff will not make copies of any mail that is placed into your property.

This directive has been determined necessary to enhance the safe and secure operation of the jail.

Thank you for your cooperation.



Timothy G. Miller, Sheriff